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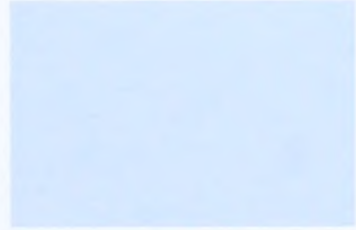


# ORGANIZATION OF THE GOVERNMENT OF ALBERTA

OCTOBER, 1980



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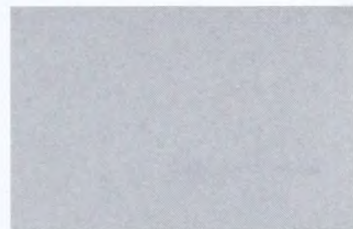
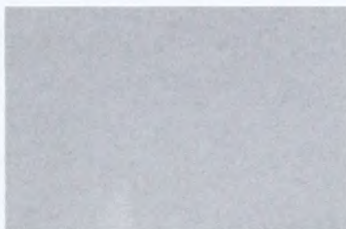
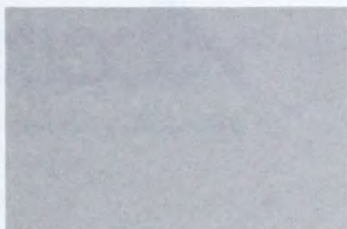
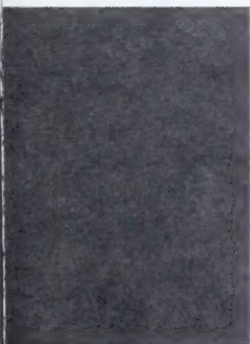
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3/ **OCTOBER, 1980**



**Alberta**

GOVERNMENT OF ALBERTA

ISSN 0226-286X



The organization charts and functional statements included herein have been presented as submitted by departments and agencies of the Government of Alberta.

The date on the cover represents the publishing date of the book, and does not in any manner represent the effective date of the organizations. Individual charts, however, show implementation dates or the date of receipt of the charts by Alberta Treasury.



November, 1980

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Additional copies may be obtained by contacting:—

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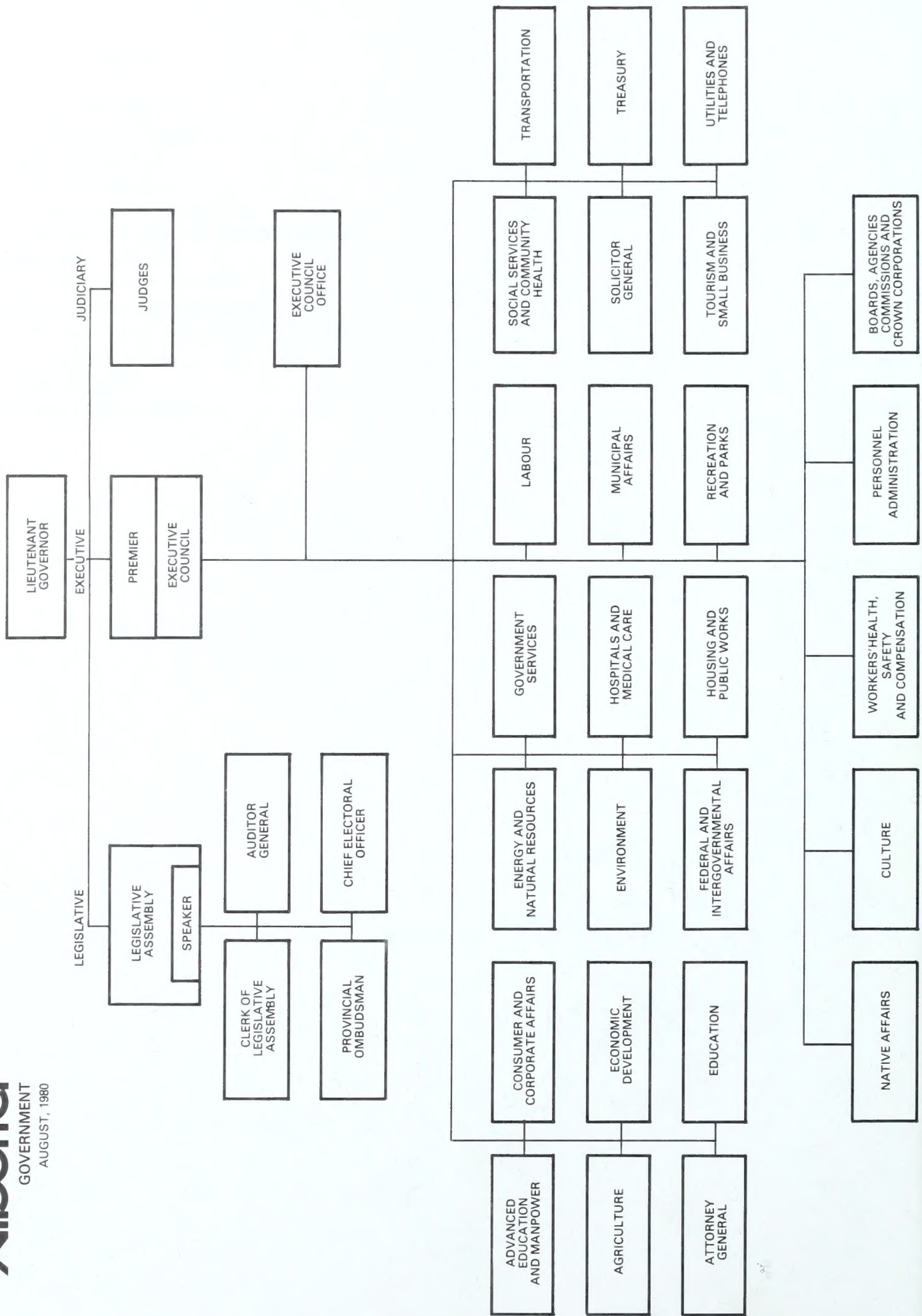
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The first step in the process is to identify the problem or goal. This involves a clear understanding of the current situation and the desired outcome.

Once the problem is identified, the next step is to analyze the situation. This involves gathering relevant information and identifying the underlying causes of the problem.

After analysis, the next step is to develop a plan. This involves identifying the specific actions that need to be taken to address the problem and achieve the goal.

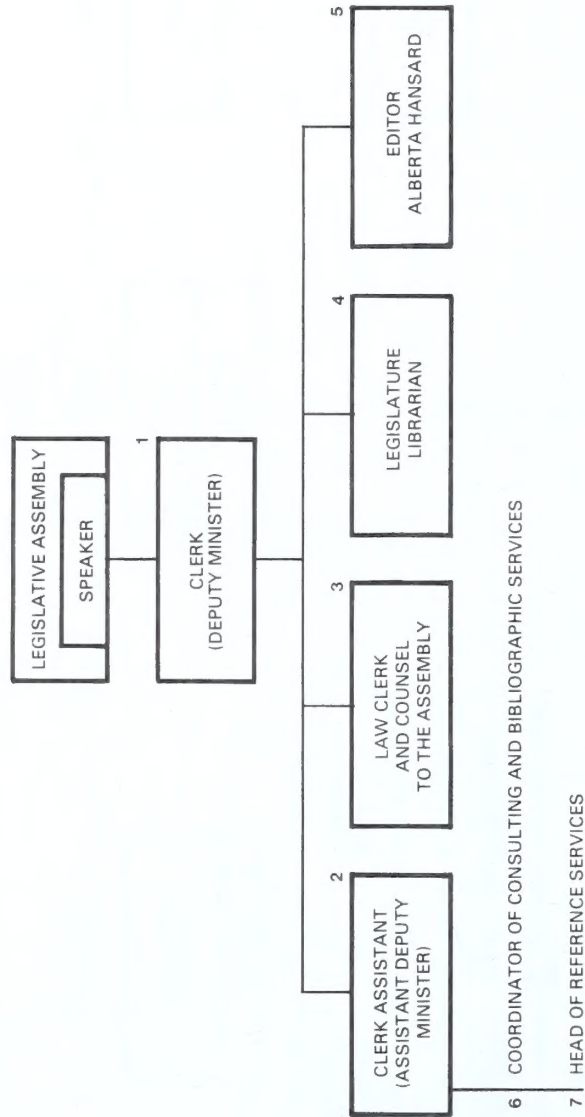
The final step in the process is to implement the plan. This involves putting the plan into action and monitoring progress to ensure that the goal is achieved.

Throughout the process, it is important to communicate effectively with all stakeholders involved. This ensures that everyone is on the same page and working towards the same goal.

Effective communication is key to the success of any project. It allows for the sharing of ideas, the identification of potential issues, and the coordination of efforts.

By following these steps and maintaining effective communication, you can successfully address any problem and achieve your goals.







1 CLERK (DEPUTY MINISTER)—Under direction of the Speaker, supervises the services provided to Members of the Legislative Assembly, and maintains custody and directs distribution of all documents related to the Assembly.

2 CLERK ASSISTANT (ASSISTANT DEPUTY MINISTER)—Substitutes for Clerk as required and assists in all phases of Clerk's responsibilities, is Clerk of Committees of the Legislative Assembly, Senior Financial Officer and Legislative Assembly Records Officer.

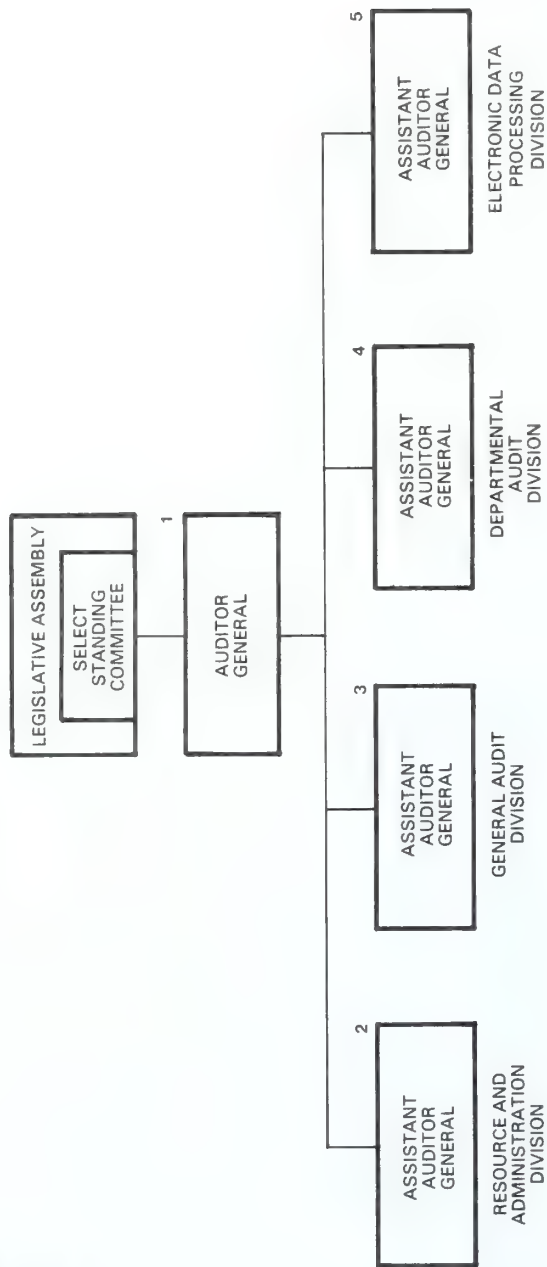
3 LAW CLERK AND COUNSEL TO THE ASSEMBLY—Provides legal advice on legislative matters to all Members and the Clerks, acts as Speaker's Counsel, drafts Private Members' Bills, and acts as legal advisor to Assembly, committees, Chief Electoral Officer, Ombudsman and Auditor General.

4 LEGISLATURE LIBRARIAN—Provides parliamentary library services for the Province of Alberta, technical counsel concerning the development of provincial government special library operations, and coordinates a number of cooperative programs which have been established among provincial government libraries.

5 EDITOR, ALBERTA HANSARD—Supervises the operation of the Hansard Section of the Legislative Assembly Office, maintaining an organizational structure designed to ensure that the following services are provided to the Assembly: the publication of Alberta Hansard in accordance with related requirements outlined in Standing Orders and Forms of Proceedings, as interpreted by the Speaker, and, on request, the recording and transcription of meetings of subcommittees of the Whole House, Standing and Special Committees of the Assembly, and of related legislative groups.

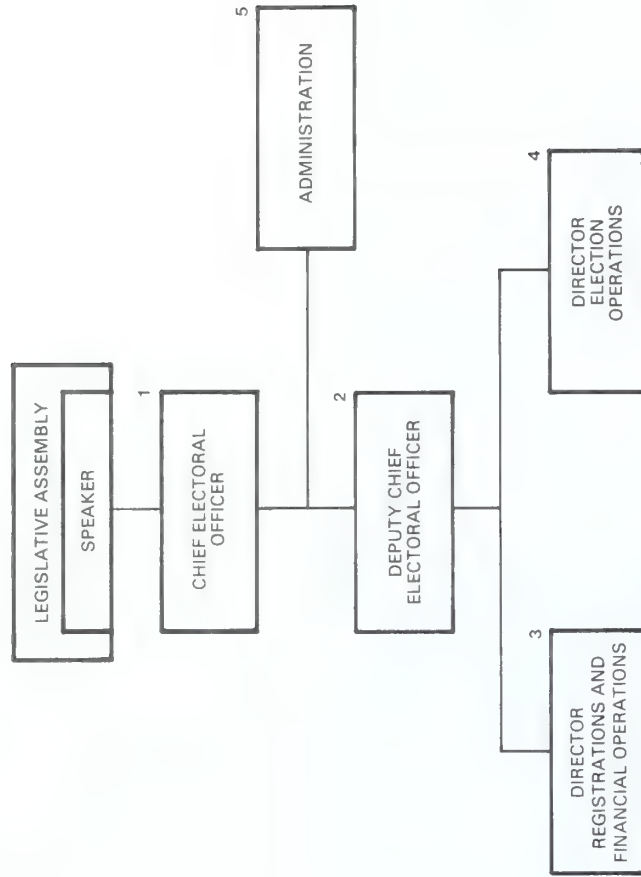
6 COORDINATOR OF CONSULTING AND BIBLIOGRAPHIC SERVICES —Provides technical counsel concerning the development of provincial government special library operations and coordinates a number of cooperative programs which have been established among provincial government libraries.

7 HEAD OF REFERENCE SERVICES—Directs the Legislature Library's reference services for Members of the Alberta Legislature, the provincial civil service and other library users.



- 1 AUDITOR GENERAL—Responsible for conducting audits in accordance with the requirements of the Auditor General Act on behalf of the Legislature and reporting thereon in accordance with sections 18, 19, and 20 of the Act, the Auditor General is the auditor of every department, regulated fund, revolving fund, provincial agency and may, with the approval of the Select Standing Committee on the Offices of the Auditor General and Ombudsman, be appointed by a Crown-controlled organization or any other organization or body as the auditor of that Crown-controlled organization or body; associated responsibilities include management of a professional audit staff, development of comprehensive audit techniques including computerized audit techniques and making recommendations related to financial administration, data processing, systems design, internal control and related functions.
- 2 ASSISTANT AUDITOR GENERAL, RESOURCE AND ADMINISTRATION DIVISION—Responsible for providing the office with professional and administrative resource services including the establishment and documentation of practice standards, developing and implementing programs of professional development and maintaining quality control.
- 3 ASSISTANT AUDITOR GENERAL, GENERAL AUDIT DIVISION—Responsible for the audit of all provincial agencies, revolving funds and regulated funds, and for the audits of other organizations for which the Auditor General has been designated as the auditor.
- 4 ASSISTANT AUDITOR GENERAL, DEPARTMENTAL AUDIT DIVISION—Responsible for the concurrent and post audit of all departments and the audit of Public Accounts.
- 5 ASSISTANT AUDITOR GENERAL, ELECTRONIC DATA PROCESSING DIVISION—Responsible for the audit of operational data centres and the provision of technical E.D.P. audit support to the General Audit and Departmental Audit Divisions.





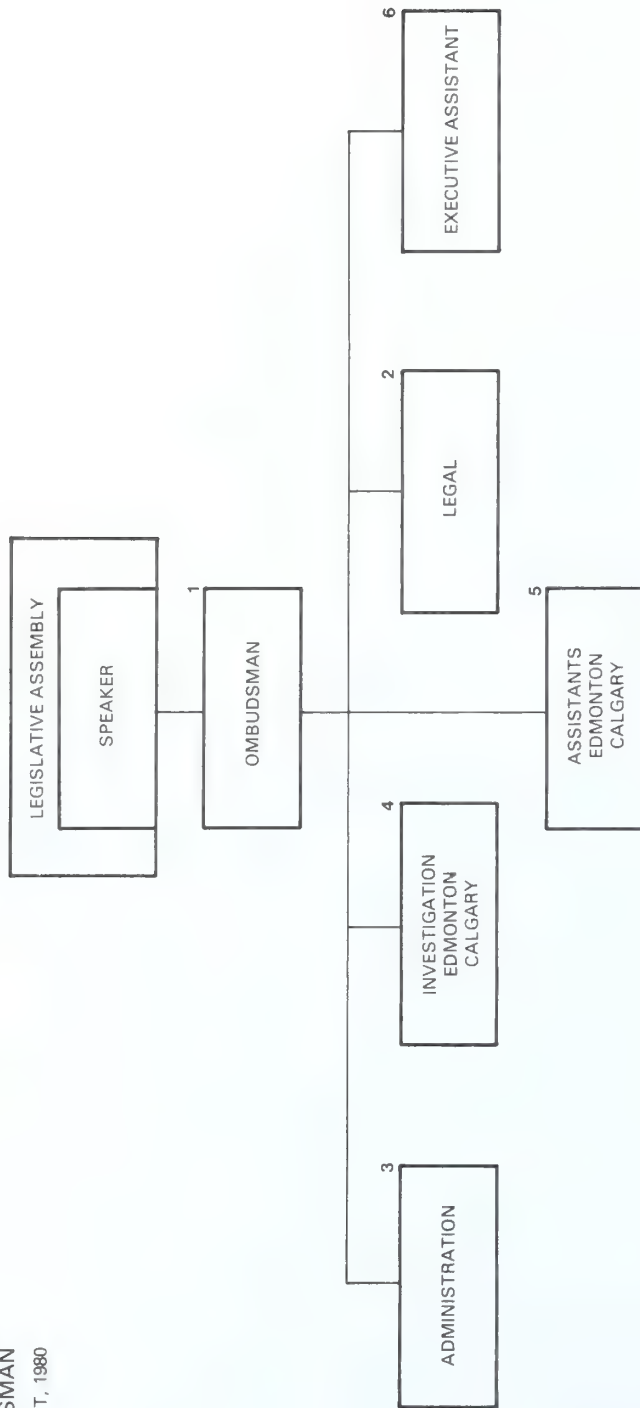
1 **CHIEF ELECTORAL OFFICER**—An officer of the Legislature reporting to the Legislative Assembly through the Office of the Speaker, the Chief Electoral Officer is responsible for the administration of the Election Act, the Election Finances and Contributions Disclosure Act and the Controverted Elections Act, for all provincial general elections, by-elections, plebiscites when directed, and general or special enumerations in accordance with the Election Act, for ensuring that the provisions of the Election Finances and Contributions Disclosure Act concerning registrations, contributions, disclosure, and financial reporting are complied with by all provincial political organizations, for providing the required administrative and operational support to Returning Officers and election and enumeration staffs, for ensuring the maintenance of an up-to-date List of Electors as required by the Act, for providing access for the public to all documents filed with the office by provincial political organizations at all levels, and for reviewing the electoral and enumeration process and reporting to the Legislative Assembly annually concerning the operation of the Chief Electoral Office, including recommendations concerning procedures to promote economy, efficiency and increased service to electors, candidates and political organizations.

2 **DEPUTY CHIEF ELECTORAL OFFICER**—Acts as the Chief Electoral Officer during his absence, is responsible for providing professional guidance to the Chief Electoral Officer and his senior staff in all complex financial and administrative matters, conducts all initial examinations and enquiries directed by the Chief Electoral Officer pursuant to Section 4 of the Election Finances and Contributions Disclosure Act, finalizes all required reports under the Election Act and the Election Finances and Contributions Disclosure Act for submission to the Speaker of the Legislative Assembly and all draft amendments to these statutes, and manages the requirements of the Election Finances and Contributions Disclosure Act and the Election Act, coordinating the application of both Acts with the Director of Election Operations and the Director of Registrations and Financial Operations.

3 **DIRECTOR, REGISTRATIONS AND FINANCIAL OPERATIONS**—Administers the requirements of the Election Finances and Contributions Disclosure Act, submits recommendations for improvements concerning the administration and operation of the Act to the Deputy Chief Electoral Officer as required, manages and maintains the Register of Political Organizations within the province, and maintains required budgetary procedures for the budget of the office.

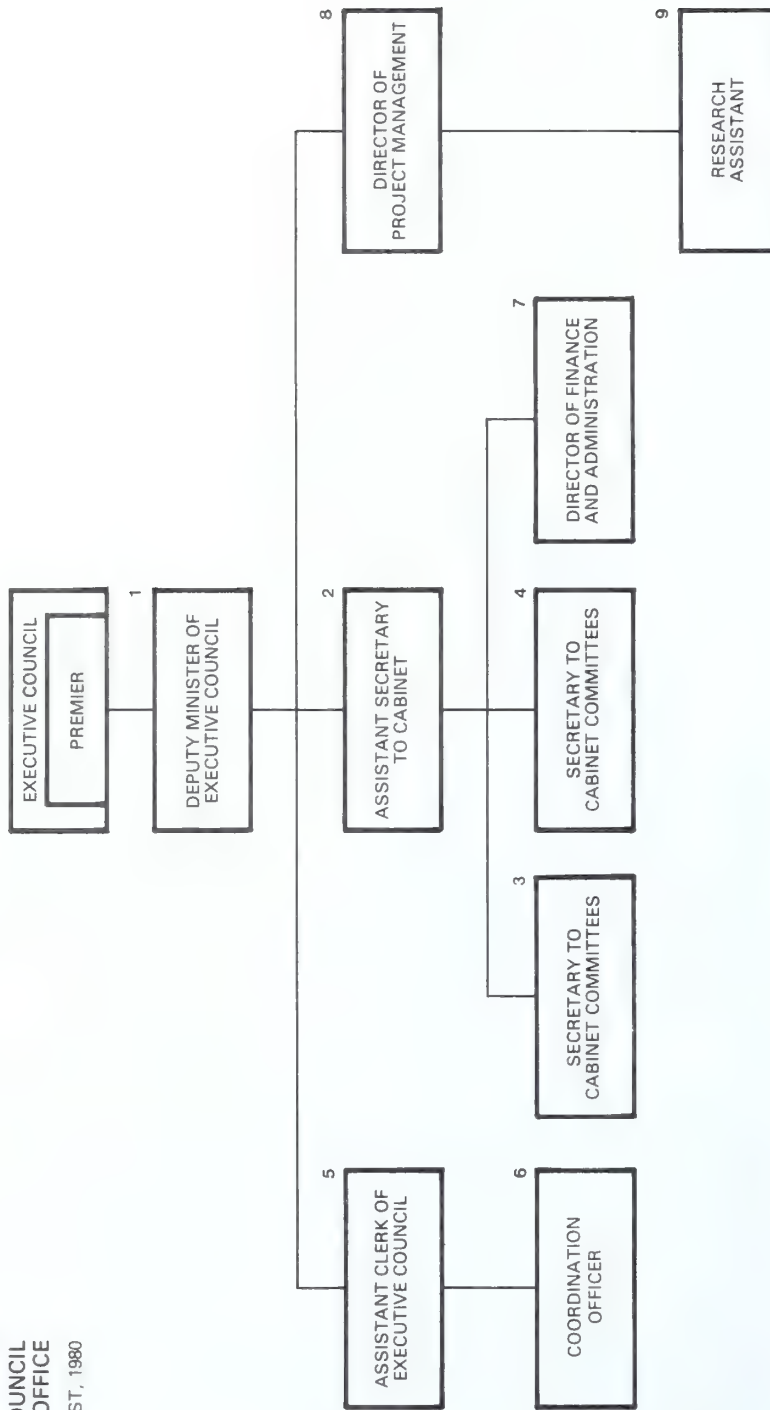
4 **DIRECTOR, ELECTION OPERATIONS**—Responsible for the provision of all required support to election staffs in accordance with the Election Act, for conducting all general and special enumerations, elections and plebiscites, and for conducting investigations as a Commissioner under the Public Inquiries Act when required under the Election Finances and Contributions Disclosure Act.

5 **ADMINISTRATION**—Provides administrative and personnel support services for the Office of the Chief Electoral Officer.

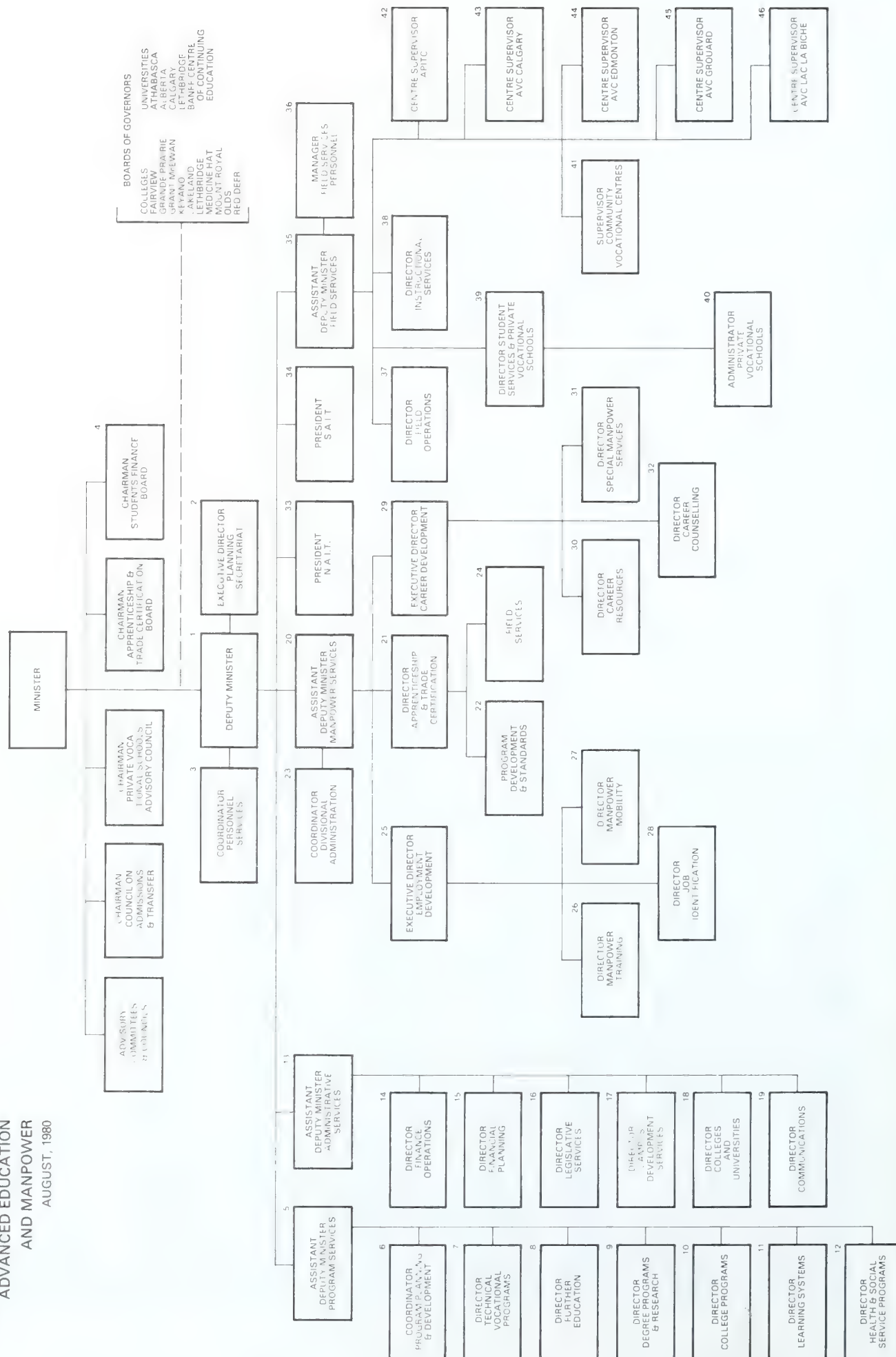




- 1 OMBUDSMAN—Investigates complaints of individuals or groups relating to decisions, recommendations, acts or omissions of the provincial government alleged to be unlawful, unjust, or wrong, and reports thereon to the Legislature and the complainant.
- 2 LEGAL—Provides legal advice and assistance to the Ombudsman, conducts investigations, and acts for the Ombudsman in administrative matters in his absence.
- 3 ADMINISTRATION—Provides administrative and support services to the Ombudsman's office at his direction, and conducts investigations as assigned by the Ombudsman.
- 4 INVESTIGATION—Conducts investigations as assigned by the Ombudsman and acts in a consultative capacity.
- 5 ASSISTANTS—At the direction of the Ombudsman, investigate, report and recommend on matters accepted by the Ombudsman for review.
- 6 EXECUTIVE ASSISTANT—Acts as coordinator for the Ombudsman's activities including such items as preparing and coordinating briefing material, contact with the news media and annual reports, conducts research into legislation concerning matters within the purview of the Ombudsman, and maintains computer program and related duties.



- 1 DEPUTY MINISTER OF EXECUTIVE COUNCIL—Responsible to the Premier as Secretary of Cabinet and Secretary of the Finance, Priorities and Coordination Committee of Cabinet, and administers the support services to Executive Council through an administrative secretariat and a project management function.
- 2 ASSISTANT SECRETARY TO CABINET—Responsible to the Deputy Minister of Executive Council for the provision of administrative support services to Cabinet and Cabinet committees, including scheduling and coordination, for ensuring completeness of Cabinet documents, for particular responsibilities in respect of Requests for Decision, for completion of special assignments with regard to matters arising from Cabinet and the Finance, Priorities and Coordination Committee, and for the supervision of Cabinet Committee Secretaries and the Director of Finance and Administration.
- 3 SECRETARY TO CABINET COMMITTEES—Reporting to the Assistant Secretary of Cabinet, provides administrative support services to the Social Planning Committee, the Metropolitan Affairs Committee, the Labour Relations Committee, and selected special committees of Cabinet.
- 4 SECRETARY TO CABINET COMMITTEES—Reporting to the Assistant Secretary of Cabinet, provides administrative support services to the Economic Planning and Resource Development Committee, the Rural Development Committee, the Energy Committee, and selected special committees of Cabinet.
- 5 ASSISTANT CLERK OF EXECUTIVE COUNCIL—Reporting to the Deputy Minister of Executive Council, provides support services to the Legislative Review Committee of Cabinet and is responsible for processing Orders-in-Council through the Cabinet system, for operational liaison with the Office of the Legislative Counsel and Registrar of Regulations, for providing support services to the Government House Leader and for liaison with the Office of Lieutenant-Governor, the Office of the Speaker, the Clerk of the Legislative Assembly, and Opposition Offices with regard to Legislative Assembly business.
- 6 COORDINATION OFFICER—Reporting to the Assistant Clerk of Executive Council, responsible for the assembly, storage and distribution of Cabinet documents, provides an administrative coordination service for Cabinet ministers involving delegations and Court of Canadian Citizenship, and maintains itineraries and vacation schedules.
- 7 DIRECTOR OF FINANCE AND ADMINISTRATION—Reporting to the Assistant Secretary of Cabinet, responsible for the financial and personnel administration requirements of Executive Council and the Office of the Premier, and for providing support services for the Management Policy Committee of Cabinet, the Management Policy Advisory Committee, and the Advisory Committee on Loans and Guarantees.
- 8 DIRECTOR OF PROJECT MANAGEMENT—Responsible to the Deputy Minister of Executive Council, provides a project management capability and a resource to Cabinet and Cabinet committees, administers various task forces and study teams, and undertakes coordination activities on behalf of Executive Council.
- 9 RESEARCH ASSISTANT—Performs administrative research and analysis, and assists in the execution of various projects and activities assigned to the Project Management Division.

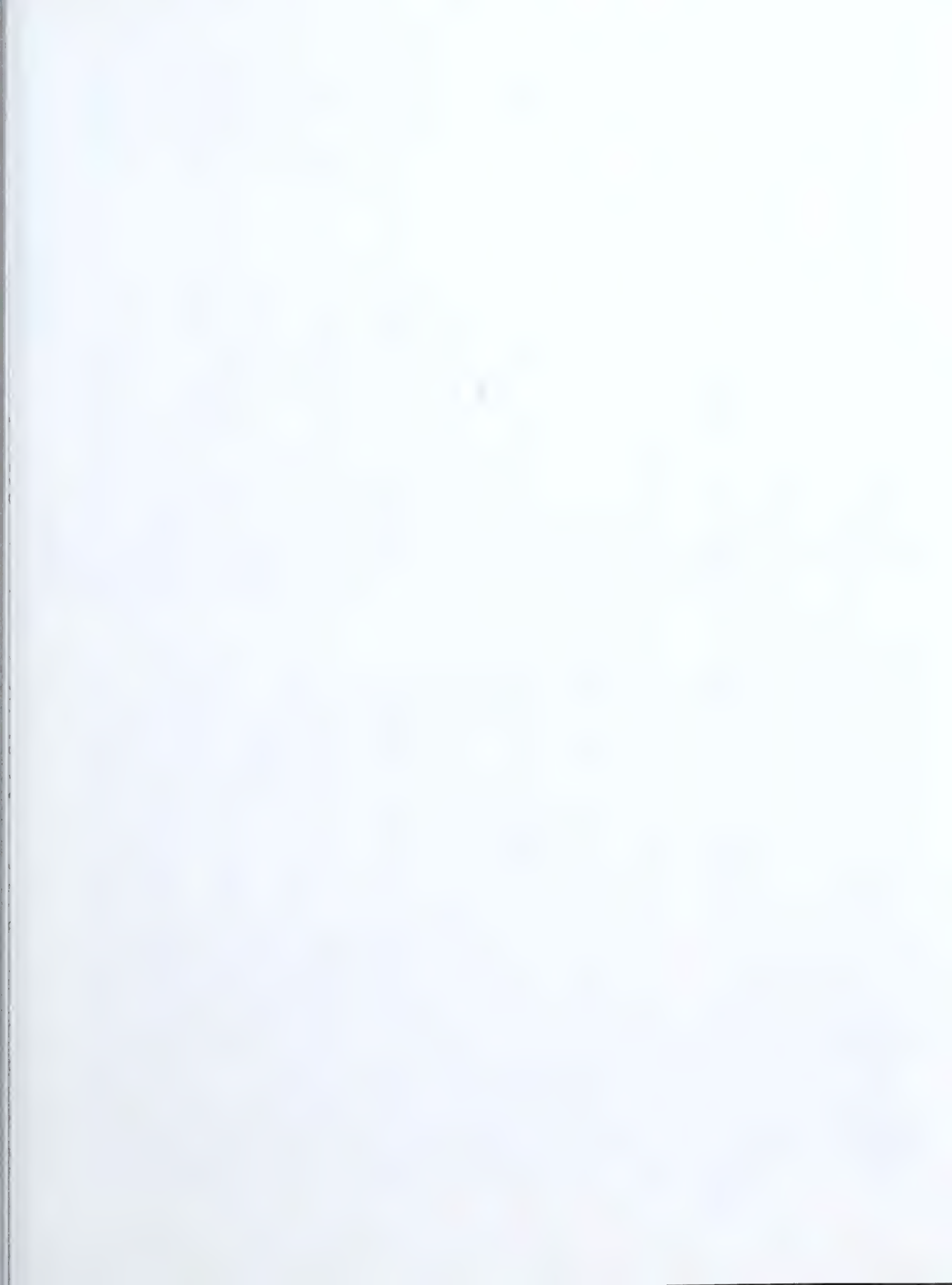


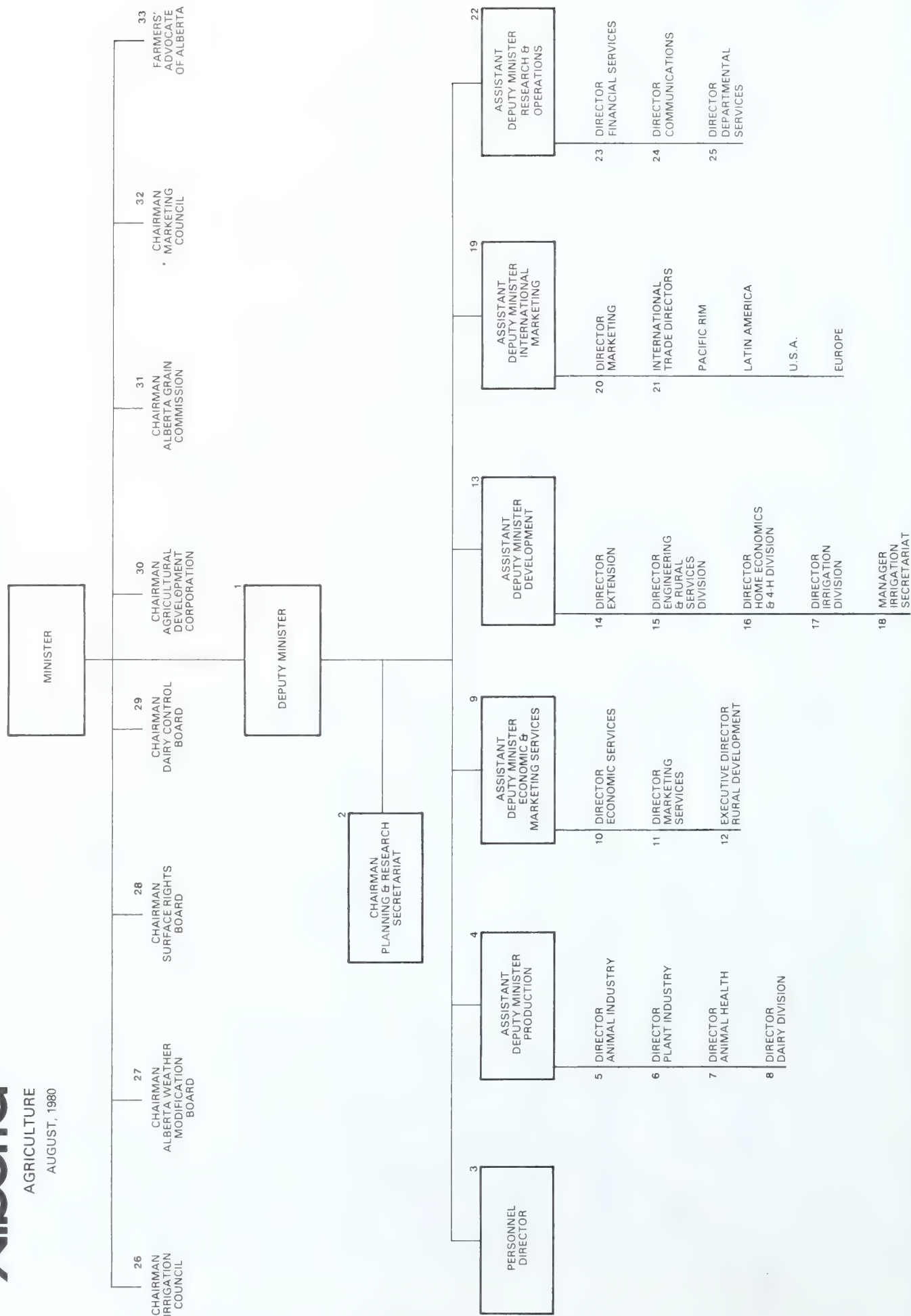


- 1 DEPUTY MINISTER—Administers, coordinates and controls department activities including program, administrative, manpower and institutional functions.
- 2 EXECUTIVE DIRECTOR, PLANNING SECRETARIAT—Responsible for development of conceptual and strategic plans, forecasting, research and analysis of policy alternatives.
- 3 COORDINATOR, PERSONNEL SERVICES—Responsible for planning, development and coordination of personnel services for the department.
- 4 CHAIRMAN, STUDENTS FINANCE BOARD—Responsible directly to the Minister for the administration of Students Finance Board and as an advisor on student support matters.
- 5 ASSISTANT DEPUTY MINISTER, PROGRAM SERVICES—Responsible for program services including program coordination, assessment, approval, termination, evaluation and allocation, instructional modes and educational technology development, further education, and programs related to health and social services manpower.
- 6 COORDINATOR, PROGRAM PLANNING AND DEVELOPMENT—Responsible for coordinating long term program planning and development activities of the department and institutions, maintaining liaison with institutions and for establishing guidelines and procedures for joint program planning activities.
- 7 DIRECTOR, TECHNICAL/VOCATIONAL PROGRAMS—Responsible for development and monitoring of programs leading to technical and vocational qualification, assessing those for manpower training through vocational centres and other facilities, and coordinating programs at the technical institutions, colleges and vocational centres.
- 8 DIRECTOR, FURTHER EDUCATION—Responsible for the development of comprehensive, coordinated programs in further education for adult Albertans, and providing leadership, advice and assistance to organizations and agencies in this area.
- 9 DIRECTOR, DEGREE PROGRAMS AND RESEARCH—Responsible for coordination of program development at the provincial universities, between universities and other institutions, and for policy development in this regard.
- 10 DIRECTOR, COLLEGE PROGRAMS—Responsible for coordination of program development at public colleges, between the colleges and other institutions, and for policy development in this regard.
- 11 DIRECTOR, LEARNING SYSTEMS—Responsible for monitoring educational delivery system networks, facilitating the implementation of major appropriate technological components to improve access and to increase effectiveness in the area, and integration of learning modes.
- 12 DIRECTOR, HEALTH AND SOCIAL SERVICE PROGRAMS—Responsible for program coordination and development activities related to programs for meeting training and educational needs in health and social services, and for joint planning of activities with agencies in the various service centres for the purpose of developing a health manpower planning capability and related educational services.
- 13 ASSISTANT DEPUTY MINISTER, ADMINISTRATIVE SERVICES—Responsible for administrative services including operations, planning, review and approval of

- operating and capital finance, campus development, administrative services to institutions, and the departmental communications services.
- 14 DIRECTOR, FINANCE OPERATIONS—Responsible for directing, monitoring and controlling financial transactions of both the provincially administered institutions and the department, and for providing administrative services to the department.
- 15 DIRECTOR, FINANCIAL PLANNING—Responsible for the development of policies, guidelines and procedures related to financial planning and budgeting for the department, including support to advanced education institutions, and for the coordination of systems development throughout the department.
- 16 DIRECTOR, LEGISLATIVE SERVICES—Responsible for coordinating services related to legal and legislative aspects of department operations, and for the monitoring of the implementation of these policies and programs as well as policies respecting professions and occupations and extension of services to Treaty Indians.
- 17 DIRECTOR, CAMPUS DEVELOPMENT SERVICES—Responsible for planning, review, approvals and policy development in the capital planning and programming areas, coordinating campus development of provincially administered institutions, and assisting with capital resource allocation decisions.
- 18 DIRECTOR, COLLEGES AND UNIVERSITIES—Responsible for providing administrative services to, and maintaining liaison with, institutions governed by boards of governors, and for coordinating those aspects of institutional administration which are affected by the department.
- 19 DIRECTOR, COMMUNICATIONS—Responsible for directing all public relations, advertising, information services, printing and related requirements of the department.
- 20 ASSISTANT DEPUTY MINISTER, MANPOWER SERVICES—Responsible for leadership and direction required in the management of the activities of the employment development, career development and apprenticeship areas of the division.
- 21 DIRECTOR, APPRENTICESHIP AND TRADE CERTIFICATION—Responsible for the coordination of training of apprentices, the certification of tradesmen designated in the Manpower Development Act, and the management of the branch.
- 22 PROGRAM DEVELOPMENT AND STANDARDS—Responsible for the development of suitable training programs and facilities for that training in all designated trades.
- 23 COORDINATOR, DIVISIONAL ADMINISTRATION—Responsible for the administrative services of the division, acting as Executive Secretary to the Alberta Manpower Committee and its coordinating groups and to the Manpower Advisory Council.
- 24 FIELD SERVICES—Responsible for regular field inspection reports on the indenturing and placement of apprentices and certification of tradesmen.
- 25 EXECUTIVE DIRECTOR, EMPLOYMENT DEVELOPMENT—Responsible for arranging the required manpower for a new and expanding industry in the province to establish contact with employers and resource departments.
- 26 DIRECTOR, MANPOWER TRAINING—Responsible for developing policy recommendations, guidelines and regulations pertaining to the operations of manpower training services in the province.

- 16 27 DIRECTOR, MANPOWER MOBILITY — Responsible for the development and implementation of a program to assist employers in recruiting to specific jobs or opportunities, and to assist potential immigrants, by supplying information and counselling in several decentralized locations.
- 28 DIRECTOR, JOB IDENTIFICATION — Responsible for providing a manpower planning assistance service to employers in the province.
- 29 EXECUTIVE DIRECTOR, CAREER DEVELOPMENT — Responsible for the improvement in patterns and quality of career transitions by Albertans so as to permit both human and economic growth and development in the province.
- 30 DIRECTOR, CAREER RESOURCES — Responsible for collection, collation and organization of career information into an effective mechanism for providing career information to meet the needs of Albertans.
- 31 DIRECTOR, SPECIAL MANPOWER SERVICES — Responsible for planning and implementation of provincial special manpower programs to complement and supplement similar federal programs.
- 32 DIRECTOR, CAREER COUNSELLING — Responsible for planning and implementing a program to provide direct services to Albertans in several decentralized locations.
- 33 PRESIDENT, NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY — Administers a polytechnic institute providing technical, vocational and trade education at the post-secondary level through regular day programs, apprenticeship programs and continuing education activities.
- 34 PRESIDENT, SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY — Administers a polytechnic institute, providing technical, vocational and trade education at the post-secondary level through regular day programs, apprenticeship programs and continuing education activities.
- 35 ASSISTANT DEPUTY MINISTER, FIELD SERVICES — Responsible for leadership and policy direction required in the management of a number of institutions and agencies providing educational services to citizens throughout Alberta.
- 36 MANAGER, FIELD SERVICES PERSONNEL — Responsible for the management of personnel services which are provided to employees in those institutions and branches which come under the direction and leadership of the Assistant Deputy Minister, Field Services Division.
- 37 DIRECTOR, FIELD OPERATIONS — Responsible for general policy development and maintenance of the administrative systems required in the Field Services Division.
- 38 DIRECTOR, INSTRUCTIONAL SERVICES — Responsible for leadership in the development of the instructional programs and services in provincially administered institutions and divisional operations located throughout the province.
- 39 DIRECTOR, STUDENT SERVICES AND PRIVATE VOCATIONAL SCHOOLS — Responsible for general direction of students' services located within provincially administered institutions, for operations of the division throughout the province, and for overall coordination of departmental interaction with the private vocational schools sector for policy development and licensing.
- 40 ADMINISTRATOR, PRIVATE VOCATIONAL SCHOOLS — Responsible for the administration of the Vocational Schools Act through monitoring and assisting private adult vocational schools.
- 41 SUPERVISORS, VOCATIONAL CENTRES — Administer educational units offering to academic upgrading for adults as well as technical, vocational and continuing education programs.







# DEPARTMENT OF AGRICULTURE

FUNCTIONAL STATEMENTS—AUGUST, 1980

1 DEPUTY MINISTER—Recommends, implements and expedites policies and programs through the administration, coordination and control of the department's functions to aid in the increased economic viability of the agricultural industry.

2 CHAIRMAN, PLANNING AND RESEARCH SECRETARIAT—Communicates with all segments of the agricultural industry and other governments, formulates policy alternatives, designs implementation strategy, and evaluates effectiveness related to viability of the Alberta agricultural industry.

3 PERSONNEL DIRECTOR—Develops and administers a personnel program to advise, assist and control personnel plans and transactions to aid line management in achieving its operating objectives.

4 ASSISTANT DEPUTY MINISTER, PRODUCTION—To aid in development, ensures implementation of policies maximizing use of Alberta's agricultural production resources with acceptable economic return to the individual producer by administration of Animal Industry, Plant Industry, Animal Health and Dairy Divisions as integral parts of department programs.

5 DIRECTOR, ANIMAL INDUSTRY—Coordinates and directs the orderly development, administration, and regulation of programs and policies designed to maximize production of animals and animal products, compatible with the total Alberta agricultural resource potential.

6 DIRECTOR, PLANT INDUSTRY—Develops short and long term objectives for the plant production sector of the agricultural industry of Alberta, develops broad policy guidelines and directs programs in crop production methods, cultural improvement, variety selection, soils management, crop protection and pest control, regulatory and chemical weed control, horticultural development, extension and research to achieve these goals, and acts as the administrative contact with the Alberta Weather Modification Board and the Hail and Crop Insurance Corporation.

7 DIRECTOR, ANIMAL HEALTH—Develops policies and directs programs designed to reduce disease losses in livestock and wildlife by providing effective preventive and clinical veterinary services, and to provide safe wholesome animal foods for humans and minimize risk from disease transmitted from animals to man.

8 DIRECTOR, DAIRY DIVISION—Coordinates and directs the orderly development, administration and regulation of programs and policies designed to maximize production and returns to the dairy industry compatible with the total Alberta agricultural resource potential.

9 ASSISTANT DEPUTY MINISTER, ECONOMIC AND MARKETING SERVICES—Through the administration and coordination of the Economic Services and Marketing Services Divisions, and the Executive Director Rural Development, ensures the implementation of policies whereby economic and marketing information and services are provided to primary producers and agri-business as an aid to maximizing marketing and processing opportunities.

10 DIRECTOR, ECONOMIC SERVICES—Provides the department and the agricultural sector with applied agricultural economics services consisting of economic analysis for business and market development, production cost studies, business operation, management advice, economic research and agricultural statistics.

11 DIRECTOR, MARKETING SERVICES—Provides coordination and support for the development of market potential for the commodity, food, feed and beverage in-

dustry through services available in agricultural processing and product development, food marketing, commodity development, business analysis and laboratory services.

12 EXECUTIVE DIRECTOR, RURAL DEVELOPMENT—Administers DREE cost sharing development programs

13 ASSISTANT DEPUTY MINISTER, DEVELOPMENT—Provides executive attention to policies of farm and rural resource development divisions, formulates policy and program concepts, executes options to increase farm incomes, develops family farm entrepreneurship, supports development of farm and non-farm rural opportunities, supports a viable rural way of life, and integrates development policies with those of marketing and production.

14 DIRECTOR, EXTENSION—Directs extension programs to ensure effective programs are consistent with policy, and ensures technological and professional expertise is brought to bear in the planning and execution of regional and district programs which implement total department resources to aid improved economic viability of Alberta's farming and agricultural industry.

15 DIRECTOR, ENGINEERING AND RURAL SERVICES DIVISION—Administers programs of the division and plans and develops new programs.

16 DIRECTOR, HOME ECONOMICS AND 4-H DIVISION—Administers programs for the division and recommends policy and short and long term planning in Home Economics and 4-H programs.

17 DIRECTOR, IRRIGATION DIVISION—Responsible for providing professional and technical assistance, recommending policies and implementing programs designed to encourage and, where possible, ensure the successful establishment, development and management of irrigation systems and the economic viability of irrigated farm units.

18 MANAGER, IRRIGATION SECRETARIAT—Provides administrative management and support to irrigation policy and programs for irrigation districts.

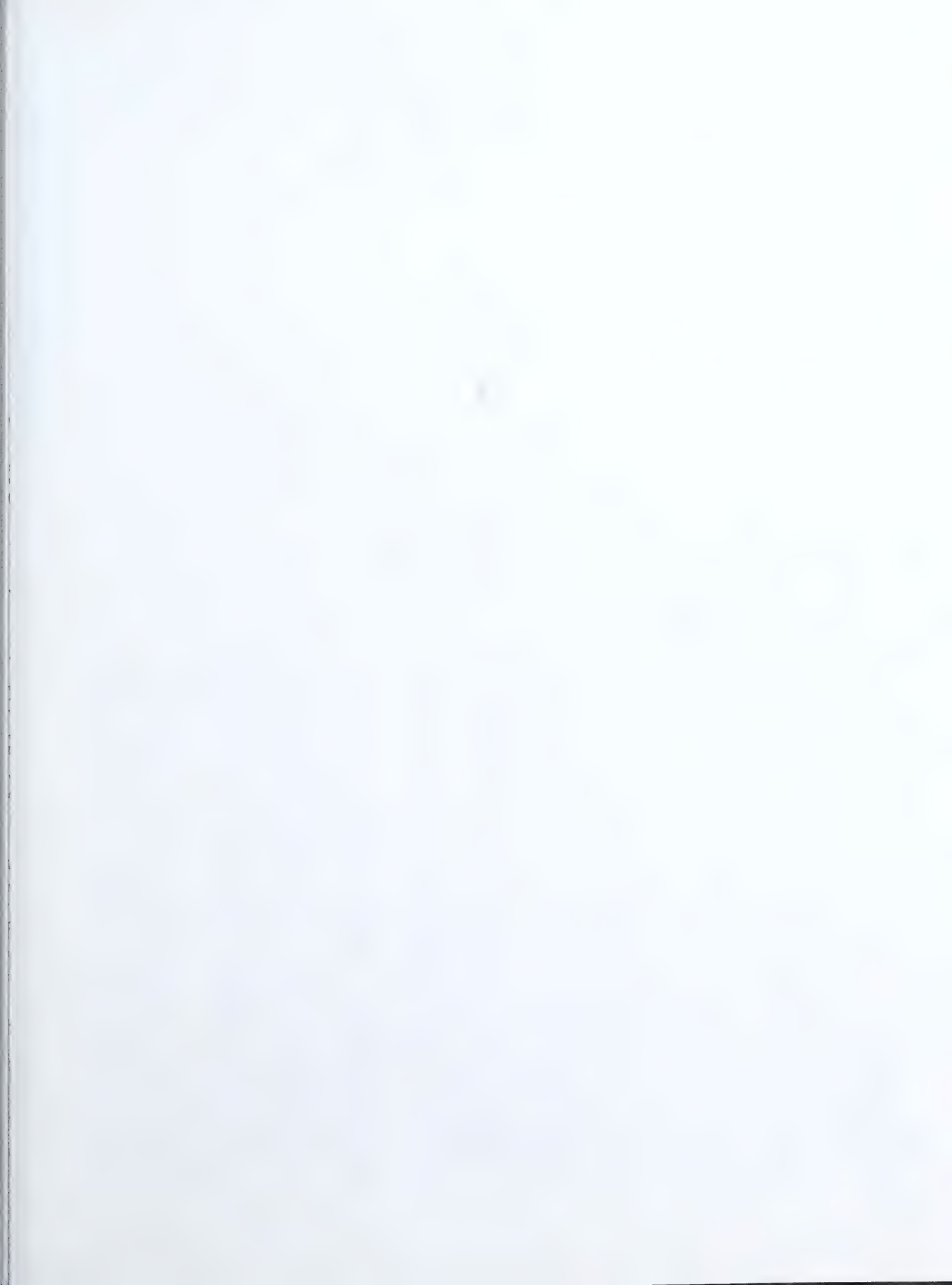
19 ASSISTANT DEPUTY MINISTER, INTERNATIONAL MARKETING—Develops, coordinates and directs department policies and programs that will optimize exports of Alberta's agricultural commodities, processed products and technical services.

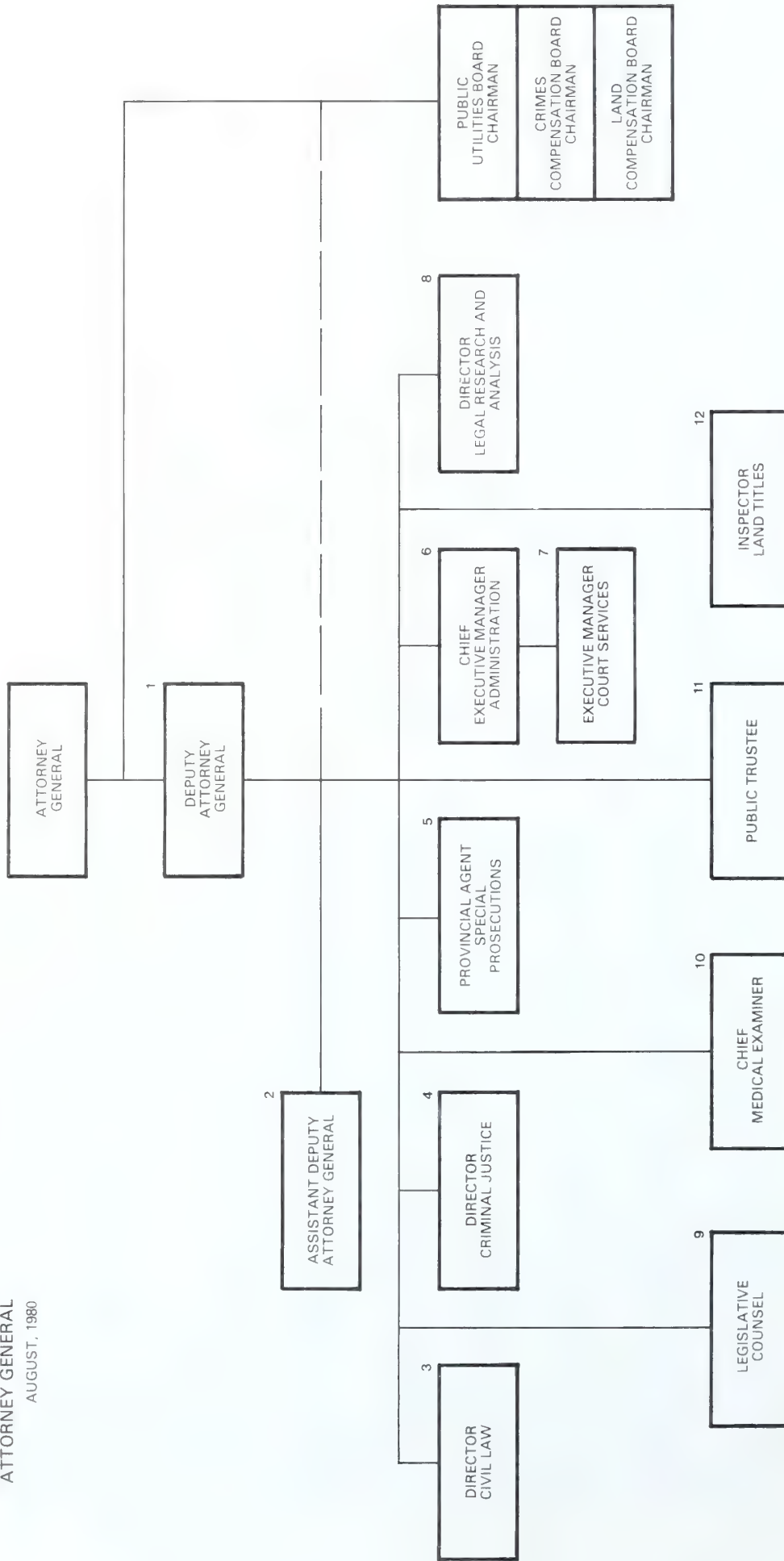
20 DIRECTOR, MARKETING—Develops specific marketing strategies for the export of Alberta's agricultural and food products and directs marketing officers who coordinate specific projects.

21 INTERNATIONAL TRADE DIRECTORS: PACIFIC RIM, LATIN AMERICA, U.S.A., EUROPE—Search out, evaluate and document opportunities in specific world markets for supply of Alberta agricultural commodities, processed products and technical services, and bring domestic suppliers and foreign buyers together with the object of arranging for long-term export contracts.

22 ASSISTANT DEPUTY MINISTER, RESEARCH AND OPERATIONS—Develops objectives for and ensures coordination of research and development activities carried on by or for the department, administers research programs including Farming for the Future, and ensures the provision of communication, financial and other central services to the department.

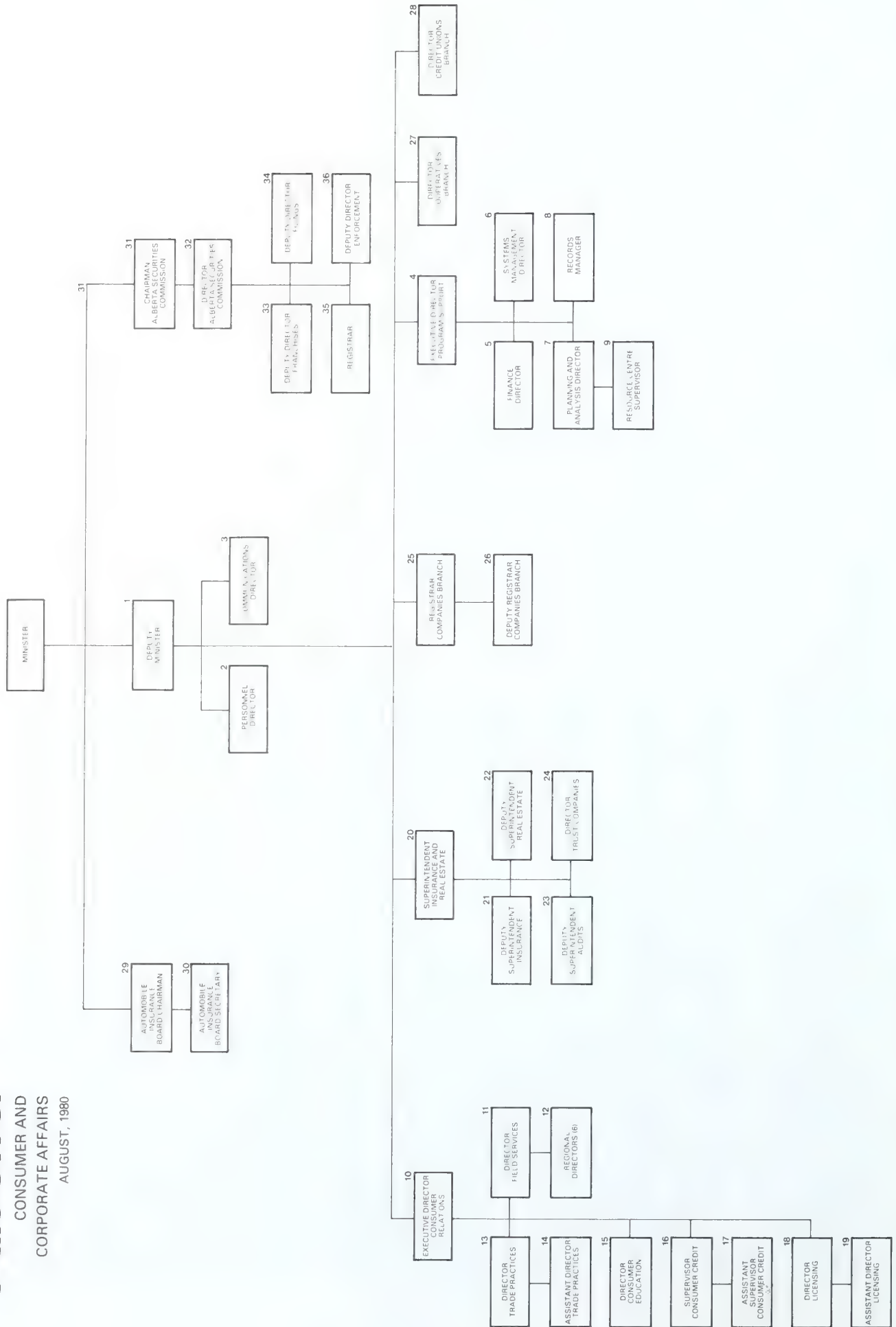
- 20 23 DIRECTOR, FINANCIAL SERVICES—Provides administrative supervision for functions of the Budget and Accounts Branches, including responsibility for all revenues and expenditures, and provides financial planning advice to aid line management in achieving its operating objectives.
- 24 DIRECTOR, COMMUNICATIONS—Responsible for the development, planning, organization and evaluation of Alberta Agriculture's communication programs, including print media, broadcast media and educational programs.
- 25 DIRECTOR, DEPARTMENTAL SERVICES—Responsible for central services including space, systems design and data analysis, library services and records management.
- 26 CHAIRMAN, IRRIGATION COUNCIL—Formulates irrigation policy and programs for irrigation districts.
- 27 CHAIRMAN, ALBERTA WEATHER MODIFICATION BOARD—Responsible for administering research and commercial weather modification projects.
- 28 CHAIRMAN, SURFACE RIGHTS BOARD—Responsible for administration of the Surface Rights Act and Part 2 of the Expropriation Procedure Act, initiates and implements board policies, initiates legislative changes and formulates rules of procedure.
- 29 CHAIRMAN, DAIRY CONTROL BOARD—Administers the Alberta Dairy Board Act which provides regulation of the dairy industry, and the Milk Pricing Regulation of the Public Utilities Board, including the Alberta Plan for Milk Market Sharing which is part of a Canadian comprehensive plan for milk marketing.
- 30 CHAIRMAN, AGRICULTURAL DEVELOPMENT CORPORATION—Provides short and long term credit through loans and guarantees to enhance the quality of life in rural Alberta.
- 31 CHAIRMAN, ALBERTA GRAIN COMMISSION—Provides continuous review of all facets of the grain and oilseeds industry in Alberta for purposes of recommending policy.
- 32 CHAIRMAN, MARKETING COUNCIL—Provides assistance, advice and support to marketing boards and commissions as council delegates powers under the Marketing of Agricultural Products Act to boards and commissions to accomplish their stated objectives.
- 33 FARMERS' ADVOCATE OF ALBERTA—Acts as an ombudsman to any Alberta farmer who may feel his rights have been violated.







- 1 DEPUTY ATTORNEY GENERAL—Advises the Minister respecting his duties and responsibilities as the Senior Law Officer of the Crown, which include the provision of legal services to Executive Council, departments, boards, agencies and commissions, the provision of prosecutorial services on behalf of the Crown, and the delivery of other major programs such as land titles, public trustee, personal property registration, Medical Examiner's Office and the operations of all administrative support functions.
- 2 ASSISTANT DEPUTY ATTORNEY GENERAL—Functions as the senior counsel for the department by providing advice, direction and attendance in court on matters and issues pertaining to constitutional and energy law.
- 3 DIRECTOR, CIVIL LAW—Acts as legal counsel to the Attorney General and provides legal services to all departments and agencies of the government in matters pertaining to civil law.
- 4 DIRECTOR, CRIMINAL JUSTICE—Administers the provisions of criminal prosecutorial services and superintends the administration of criminal justice within Alberta, counsels departments, boards, agencies and commissions in enforcement and application of federal and provincial legislation.
- 5 PROVINCIAL AGENT, SPECIAL PROSECUTIONS—Provides prosecutorial assistance on those cases involving complex commercial or corporate crime, protracted criminal prosecutions and significant cases which are more appropriately handled outside the mainstream of general prosecutions.
- 6 CHIEF EXECUTIVE MANAGER, ADMINISTRATION—Provides support services and advice to department management on all aspects of non-legal administration and oversees the provision of administrative support to the courts.
- 7 EXECUTIVE MANAGER, COURT SERVICES—Provides administrative support to the courts through provision of appropriate facilities, staff, records and other resources required for all judicial and quasi-judicial proceedings in Alberta.
- 8 DIRECTOR, LEGAL RESEARCH AND ANALYSIS—Provides to the Minister and Deputy Minister services relating to legal research, analysis and advice on matters concerning law reform and legal policy requirements.
- 9 LEGISLATIVE COUNSEL—Prepares and drafts government bills and prospective regulations, approves all Orders-in-Council as to content and form, and advises government officials on primary and subordinate legislation.
- 10 CHIEF MEDICAL EXAMINER—Administers the Fatality Inquiries Act concerned with the investigation of all unexpected, unexplained and violent deaths in Alberta.
- 11 PUBLIC TRUSTEE—Provides trust services to protect the assets and financial interest of estates of children under 18, missing persons, the physically or mentally incapable and of persons who die intestate.
- 12 INSPECTOR, LAND TITLES—Provides advice concerning registration and search services relating to documents affecting titles to patented land.



## DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS

FUNCTIONAL STATEMENTS — AUGUST, 1980

- 1 **DEPUTY MINISTER**—Plans, coordinates and administers departmental functions including education and protection of consumers, licensing, monitoring, supervising and regulating specified activities of the marketplace.
- 2 **PERSONNEL DIRECTOR**—Consults with and advises the Deputy Minister and departmental managers on personnel policies and regulations, and assesses and administers personnel programs and procedures.
- 3 **COMMUNICATIONS DIRECTOR**—Provides advice and assistance to departmental branches in providing information to the public and maintains liaison with the Bureau of Public Affairs.
- 4 **EXECUTIVE DIRECTOR, PROGRAM SUPPORT**—Provides leadership in the formation of administrative procedures, and directs a team of management specialists in the provision of staff services in the areas of planning, analysis, finance, systems and records, resource materials, consultation and supply.
- 5 **FINANCE DIRECTOR**—Provides financial and accounting policies and service for departmental activities, conducts internal audits, and plans and develops budgeting, costing and financial information systems.
- 6 **SYSTEMS MANAGEMENT DIRECTOR**—Analyzes, designs, and implements manual and automated systems for processing departmental information, provides and coordinates data processing services, maintains liaison with Computing and Systems Division, A.G.S. and other related organizations.
- 7 **PLANNING AND ANALYSIS DIRECTOR**—Provides assistance in the planning and development of departmental services and procedures by conducting program evaluations and need assessments, and by providing information for program design.
- 8 **RECORDS MANAGER**—Develops, implements, and coordinates records practices and procedures for departmental records, maintains liaison with Alberta Records Centre and Public Records Committee, and provides micrographic services, forms control and design, mail and courier services, and records storage.
- 9 **RESOURCE CENTRE SUPERVISOR**—Supervises library operations and acquires, maintains and disseminates information and materials relating to departmental policies and programs.
- 10 **EXECUTIVE DIRECTOR, CONSUMER RELATIONS**—Directs a diversified program of consumer and business services through regional offices and through program development supervisors and initiates activities to meet consumer relations needs in standards, education, information, credit examination and licensing.
- 11 **DIRECTOR, FIELD SERVICES**—Provides administrative support to the Executive Director, and supervises six regional offices to ensure that consumer relations programs are implemented and assessed.
- 12 **REGIONAL DIRECTORS (6)**—Identify consumer needs and provide consumer relations services in their geographic regions of Alberta, and supervise or provide family finance counselling, consumer credit examination, trades and businesses licensing service, disseminate consumer information, investigate complaints, counsel and mediate settlements and adjustments between suppliers and consumers.
- 13 **DIRECTOR, TRADE PRACTICES**—Evaluates the need for standards in the provision of goods and services, including quality of goods, supply of goods, delivery, ethics or business practices, validity of guarantees and warranties, disclosure of charges, and fair practices in advertising, and develops sources of input for standards through councils or committees of citizens, community service organizations, private industry and Albertans generally.
- 14 **ASSISTANT DIRECTOR, TRADE PRACTICES**—Assists the Director, Trade Practices in the administration of the Unfair Trade Practices Act, and recommends and develops guidelines respecting trade practices to ensure uniformity in enforcement.
- 15 **DIRECTOR, CONSUMER EDUCATION**—Develops and coordinates consumer information and education systems to promote a high standard of knowledge, awareness and judgment on the part of all consumers, and works closely with school, university, college and technical institute authorities to provide instruction in consumerism.
- 16 **SUPERVISOR, CONSUMER CREDIT**—Supervises the identification and registration of credit grantors and collection agencies and examines their credit granting practices, investigates and resolves complaints concerning alleged violations of legislation and regulations governing the extension of credit, prepares recommendations for prosecution in appropriate cases, and provides operational guidelines for regional offices engaged in administering the Debtor's Assistance Act, the Orderly Payment of Debts provisions, and related federal and provincial legislation.
- 17 **ASSISTANT SUPERVISOR, CONSUMER CREDIT**—Reviews and analyzes current credit and collection practices, audits and investigations handled by Regional Officers, recommends further investigative or corrective action, assists in development of training materials, and liaises with the industry to remain knowledgeable on current practices and concerns.
- 18 **DIRECTOR, LICENSING**—Supervises on a broad basis the provision of trades and businesses licensing service, processes and records consumer queries and complaints, and maintains statistical records of these.
- 19 **ASSISTANT DIRECTOR, LICENSING**—Provides overall day to day functional supervision of the processing and issuing of licenses, Consumer Relations Information System data inputs and queries, as well as reviewing and evaluating recommendations for prosecution and bond claims.
- 20 **SUPERINTENDENT, INSURANCE AND REAL ESTATE**—Registers and regulates the insurance, real estate, investment contract and mortgage broker industries, investigates complaints from the public, audits insurance companies, insurance agents and real estate agencies, and examines and licences insurance and real estate agents and salesmen.
- 21 **DEPUTY SUPERINTENDENT, INSURANCE**—Formulates administrative policy and proposes legislative changes for the regulation of the insurance industry, develops departmental stance to innovations and new marketing methods, and provides direction and advice on investigations.
- 22 **DEPUTY SUPERINTENDENT, REAL ESTATE**—Receives, reviews and investigates submissions by out-of-province subdivisions of recreational land or time-sharing proposals, formulates departmental stance on real estate industry and mortgage



brokers, advises on real estate and mortgage broker investigation and complaints, and monitors the Condominium Property Act.

23 **DEPUTY SUPERINTENDENT, AUDITS**—Directs audits of insurance companies, insurance agents, real estate agencies, investment contract companies and mortgage brokers, and analyzes financial statements of insurance companies to ensure premium tax paid.

24 **DIRECTOR, TRUST COMPANIES**—Registers, supervises and inspects trust companies operating in Alberta, provides information to consumers, and investigates complaints concerning the industry.

25 **REGISTRAR, COMPANIES BRANCH**—Provides facilities for incorporation, registration and annual reporting of officers, structure, powers, capitalization and other details for companies, cooperatives and societies operating within Alberta, issues appropriate certificates and maintains a repository of historical and current information for reference by the public.

26 **DEPUTY REGISTRAR, COMPANIES BRANCH**—Provides a corporate registration program delivery to accommodate economic growth in the province and the administrative support required for the branch, program delivery concerning which is available through centralized offices at Edmonton and a regional office in Calgary.

27 **DIRECTOR, COOPERATIVES BRANCH**—Assists in the development of cooperatives by providing economic counselling to on-going cooperatives or groups interested in developing a business venture or a cooperative, reviews guaranteed loan applications, and monitors cooperatives with government loans or guaranteed loans.

28 **DIRECTOR, CREDIT UNIONS BRANCH**—Ensures that credit unions are operating in full compliance with governing laws, that they are financially sound, and that their determinations and managements are at a level of competency to ensure their continued solvency for the protection and safety of members' deposits.

29 **AUTOMOBILE INSURANCE BOARD CHAIRMAN**—Calls and chairs meetings of the board which, as a body, is authorized to regulate rates that may be charged for the compulsory portion of automobile insurance in Alberta.

30 **AUTOMOBILE INSURANCE BOARD SECRETARY**—Receives and analyzes proposals for rate changes, passes these to members of the board along with comments on their probable effect, and handles board's correspondence and administration.

31 **CHAIRMAN, ALBERTA SECURITIES COMMISSION**—Provides protection and assistance to the investing public by registering and regulating the securities and franchise markets, performs quasi-judicial functions with respect to appeals from decisions of the Alberta Stock Exchange and the staff of the commission, audits securities dealers and franchise issuers, licenses franchise salesman and security dealers including mutual fund dealers, scholarship plan dealers, investment counsel and securities advisers, deals with applications for discretionary exemption from the legislation, and establishes policy for the trading and issuance for securities and franchises.

32 **DIRECTOR, ALBERTA SECURITIES COMMISSION**—As chief administrative officer, coordinates various staff functions within the Securities Commission and assumes legislative responsibility for the decisions of the staff.

33 **DEPUTY DIRECTOR, FRANCHISES**—Formulates policy and legislative changes for the regulation of the franchise industry and makes discretionary decisions con-

cerning registration, bonding, franchise contracts and relationships.

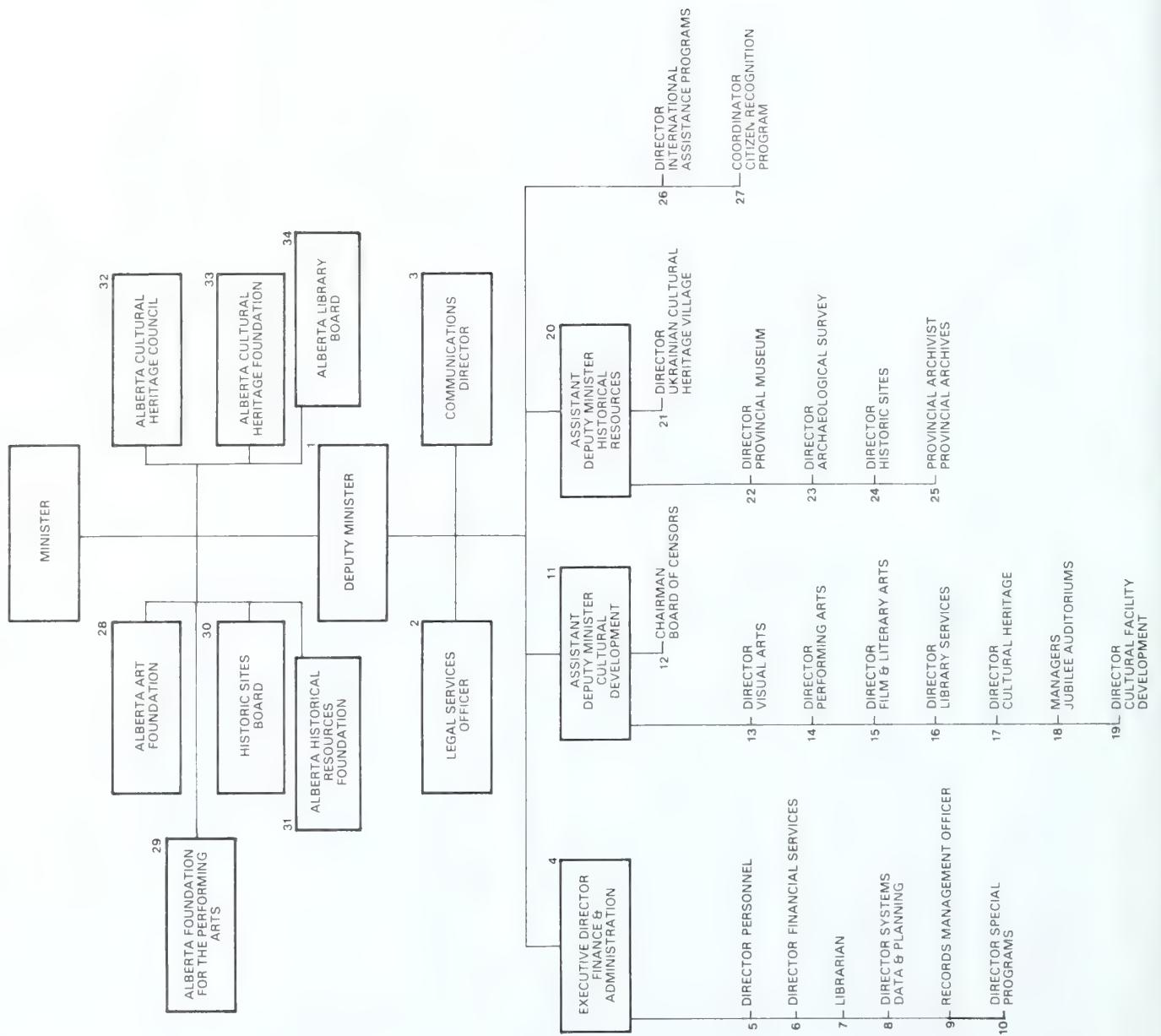
34 **DEPUTY DIRECTOR, FILINGS**—Receives, reviews, investigates and approves or rejects submissions for the insurance of securities by way of prospectus, statement of material facts, rights offering and private placement, and receives and reviews annual, semi-annual and quarterly financial statements of security issuers and dealers and applications for release from escrow.

35 **REGISTRAR**—Checks initial submissions under securities and franchise legislation for conformity to statutory requirements, issues licenses, receipts, certificates as required, keeps records of statutory filings including insider reports, proxy and proxy solicitation material and financial statements, makes recommendations concerning the issuance of cease trading orders where filings do not meet statutory standards, and provides administrative support for commission staff complement.

36 **DEPUTY DIRECTOR, ENFORCEMENT**—Investigates complaints from members of the public concerning registrants, holds hearings dealing with continued fitness for registration, provides liaison with self-regulating registrants' associations, the Alberta Stock Exchange and the Alberta District of the Investment Dealer's Association, investigates complaints concerning unauthorized sales of securities and franchises, prepares requests for Orders to Investigate, examines individuals under oath, lays charges in the criminal courts, provides liaison with the Special Prospectus Section of the Attorney General's Department, assumes responsibility for the over-the-counter trading of securities in Alberta, monitors securities trading over the Alberta Stock Exchange, and intervenes in securities markets where appropriate.





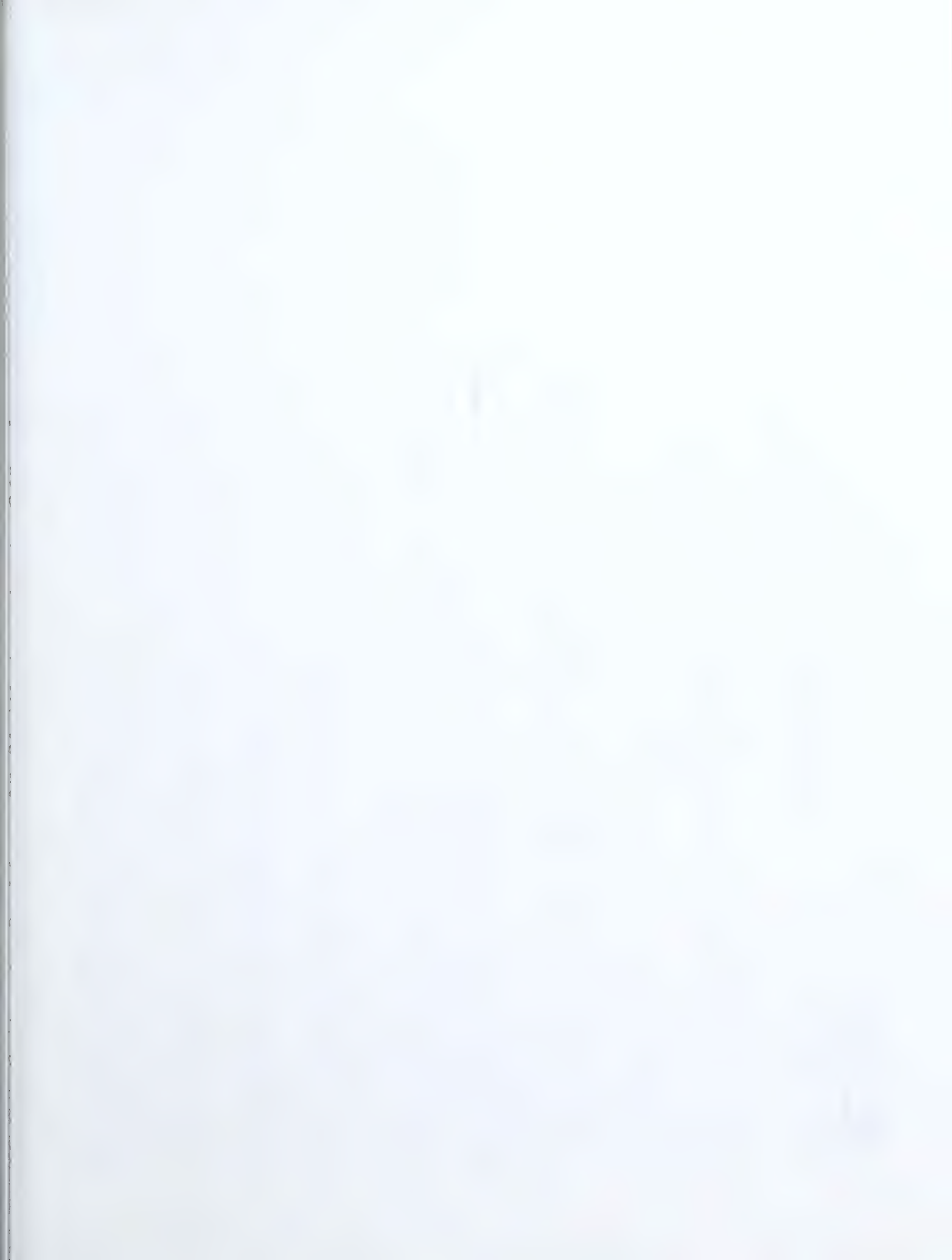


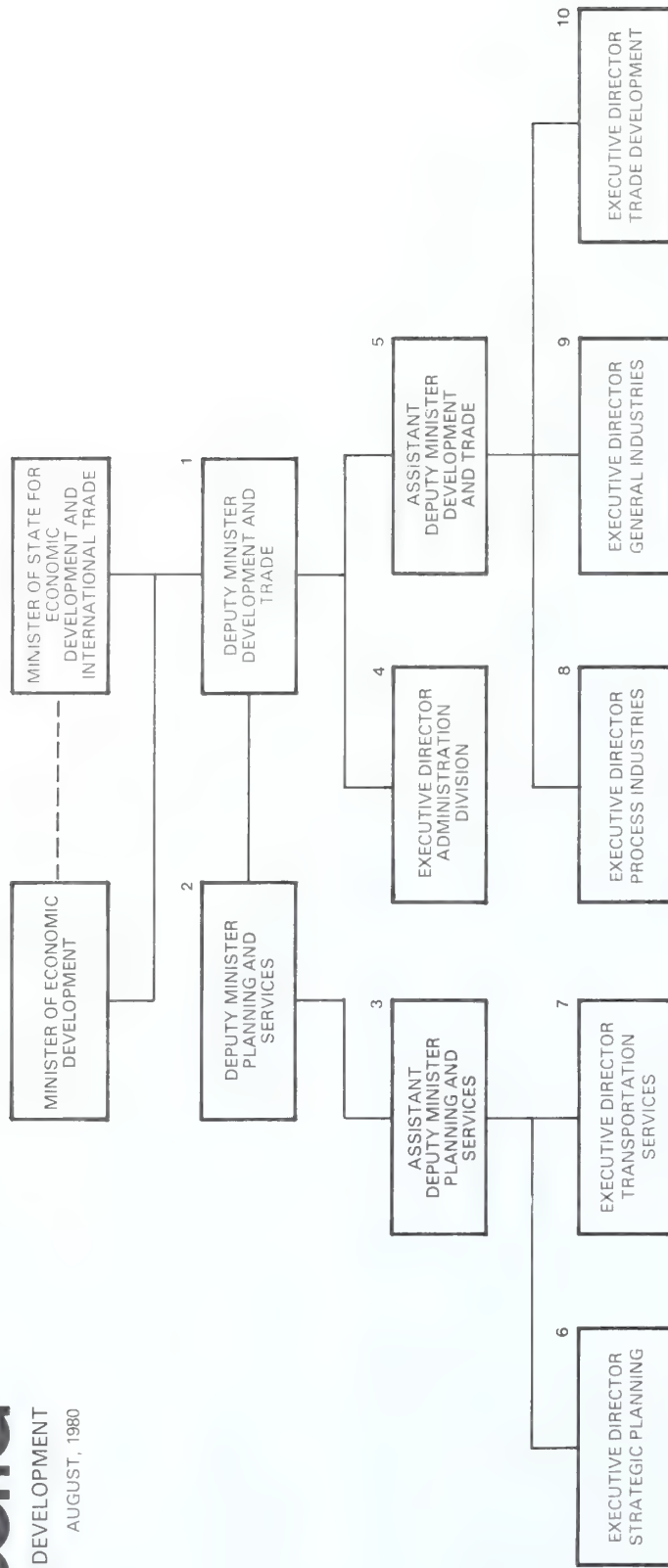
- 14 DIRECTOR, PERFORMING ARTS—Responsible for the management and administration of resources in the performing arts and the touring dance, drama and music programs for educational, recreational and therapeutic needs at all levels throughout the province.
- 15 DIRECTOR, FILM AND LITERARY ARTS—Manages and administers resources for the development of film and literary arts relative to educational, recreational and therapeutic needs at all levels in Alberta.
- 16 DIRECTOR, LIBRARY SERVICES—Manages and administers resources for the development of public libraries and stimulates cooperative development to create and coordinate a network of library information systems.
- 17 DIRECTOR, CULTURAL HERITAGE—Manages and administers resources to create and maintain avenues of expression, preservation and stimulation of the diverse ethno-cultural heritage in the province.
- 18 MANAGERS, JUBILEE AUDITORIUMS—Manage and administer the operation of the Jubilee Auditoriums in the cities of Calgary and Edmonton.
- 19 DIRECTOR, CULTURAL FACILITY DEVELOPMENT—Manages, administers and coordinates the planning, implementation and evaluation of programs and services resulting in the development, design and maintenance of cultural facilities throughout Alberta relative to facility design on a national and international basis.
- 20 ASSISTANT DEPUTY MINISTER, HISTORICAL RESOURCES—Responsible for the management of historical resources throughout Alberta and specifically for the Provincial Museum, the Provincial Archives, the Historic Sites Service, and the Archaeological Survey of Alberta, for financial assistance for historical resources preservation and for the Ukrainian Cultural Heritage Village, and for coordinating these with the Alberta Historical Resources Foundation and the Glenbow Alberta Institute.
- 21 DIRECTOR, UKRAINIAN CULTURAL HERITAGE VILLAGE—Responsible for the purpose of the Ukrainian Cultural Heritage Village, to assemble significant elements of the Ukrainian heritage as represented in small rural/urban communities of Alberta.
- 22 DIRECTOR, PROVINCIAL MUSEUM—Directs, administers and coordinates the diverse scientific, educational, informational and exhibition programs of the Museum.
- 23 DIRECTOR, ARCHAEOLOGICAL SURVEY—Responsible for administration of the programs in location, and recording and maintenance of a registry of archaeological surveys carried out within the province.
- 24 DIRECTOR, HISTORIC SITES—Responsible for programs in the documentation, preservation, restoration, interpretation and development of historic sites in Alberta.
- 25 PROVINCIAL ARCHIVIST, PROVINCIAL ARCHIVES—Responsible for the collection and preservation of documents and for the reference facilities for their study.
- 26 DIRECTOR, INTERNATIONAL ASSISTANCE PROGRAMS—Responsible for providing assistance to underdeveloped countries, by a matching grant program, and participation in other programs in cooperation with the federal government.

- 1 DEPUTY MINISTER—Responsible for the administration, coordination and control of all line and staff functions within Alberta Culture.
- 2 LEGAL SERVICES OFFICER—Acting as principal para-legal advisor, duties include responsibility for legal matters and drafting legislation and regulations.
- 3 COMMUNICATIONS DIRECTOR—Provides two-way public communication service to maximize the effective delivery of departmental services including advertising, publications, audio-visual media, photography, media liaison and attendance at public functions.
- 4 EXECUTIVE DIRECTOR, FINANCE AND ADMINISTRATION—Responsible for planning, coordinating and directing services comprising a Central Administrative Division, including personnel and finance, library, records management, systems, data, planning services and special programs.
- 5 DIRECTOR, PERSONNEL—Coordinates and provides services including recruitment, classification, manpower planning, employee relations, wage and salary administration, and staff development.
- 6 DIRECTOR, FINANCIAL SERVICES—Develops, implements and administers accounting policies, procedures and systems including accounts payable and receivable, budget preparation, inventory control and space.
- 7 LIBRARIAN—Responsible for the overall operation and planning of the library including provision of in-depth, technical and general reference service for both in-house and public users.
- 8 DIRECTOR, PLANNING AND DEVELOPMENT—Responsible for coordinating and directing activities in such areas as information systems development, administrative systems, research and evaluation.
- 9 RECORDS MANAGEMENT OFFICER—Develops, coordinates and directs technical improvements in records and practices and procedures, and is responsible for developing procedures and issuing procedural manuals and guidelines in the areas of central filing structure, microfilming services, records retention, disposal and protection, and for advising management on matters such as the application of new technology to records systems.
- 10 DIRECTOR, SPECIAL PROGRAMS—Coordinates and administers the Field Services, Translation Services and Native Programs.
- 11 ASSISTANT DEPUTY MINISTER, CULTURAL DEVELOPMENT—Responsible for the development of film and literary arts, major productions, the visual and performing arts, cultural heritage programs, public library services, film censorship programs, major cultural/recreational facilities development programs as they relate to cultural facilities and the Jubilee Auditoriums, and is secretary to the Alberta Art Foundation.
- 12 CHAIRMAN, BOARD OF CENSORS—Responsible for the Film Censor Board operation and administration of the Amusements Acts and regulation 72/75 thereunder.
- 13 DIRECTOR, VISUAL ARTS—Responsible for the management and administration of resources of visual arts and crafts development for educational, recreational and therapeutic development at all levels throughout the province.

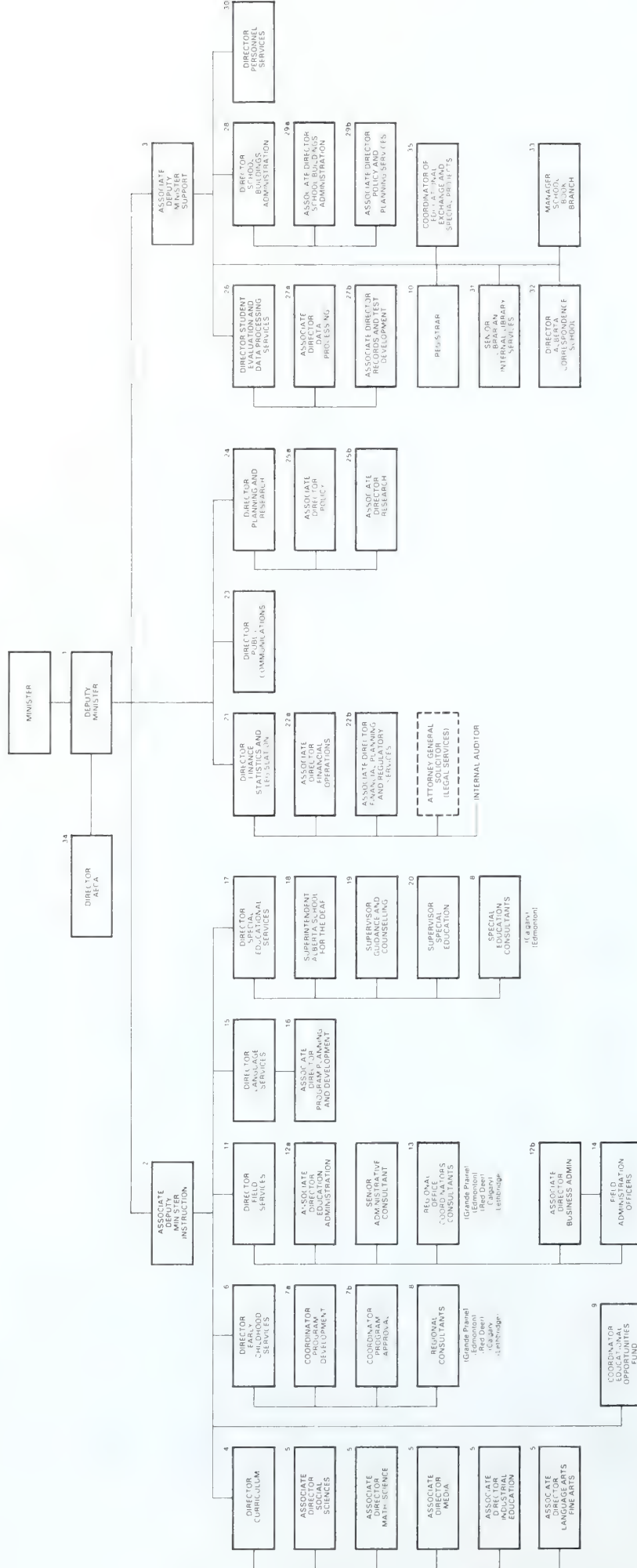
- 30 27 COORDINATOR, CITIZEN RECOGNITION PROGRAM—Coordinates a province-wide program aimed at recognizing outstanding achievement in various areas of endeavour in categories of competition, services and excellence.
- 28 ALBERTA ART FOUNDATION—Responsible for the purchase and display of work by Alberta artists.
- 29 ALBERTA FOUNDATION FOR THE PERFORMING ARTS—Supports, promotes, contributes to and participates in the development of the performing arts in Alberta.
- 30 HISTORIC SITES BOARD—Advises and makes recommendations to the Minister on matters concerning the preservation and protection of historic sites in Alberta.
- 31 ALBERTA HISTORICAL RESOURCES FOUNDATION—Receives and preserves or restores historical resources for the use, enjoyment and benefit of the people of Alberta.
- 32 ALBERTA CULTURAL HERITAGE COUNCIL—Representative to ethno-cultural groups in an advisory body to the government of Alberta on the development and preservation of the cultural heritage in the province.
- 33 ALBERTA CULTURAL HERITAGE FOUNDATION—Supports, promotes, contributes to and participates in the development and preservation of the ethno-cultural background of Alberta.
- 34 ALBERTA LIBRARY BOARD—Advises the Minister on matters relating to the expansion, development, coordination and encouragement of libraries in Alberta.







- 1 DEPUTY MINISTER, DEVELOPMENT AND TRADE—Responsible for the management and administration of the department, including functional responsibilities for the Development and Trade Division.
- 2 DEPUTY MINISTER, PLANNING AND SERVICES—Functional responsibility for the Planning and Services Division.
- 3 ASSISTANT DEPUTY MINISTER, PLANNING AND SERVICES—Administers and coordinates the functions of the Transportation Services Branch and Strategic Planning Branch, developing long term policy recommendations for these areas.
- 4 EXECUTIVE DIRECTOR, ADMINISTRATION DIVISION—Administers and coordinates the centralized administration of the department including finance, personnel, library, accommodation, communication, legal services and the financial analysis of major projects.
- 5 ASSISTANT DEPUTY MINISTER, DEVELOPMENT AND TRADE—Administers and coordinates the functions of the Process Industries Branch, General Industries Branch, Trade Development Branch and International Offices, and develops long term policy recommendations for these areas.
- 6 EXECUTIVE DIRECTOR, STRATEGIC PLANNING—Responsible for the review and analysis of economic development strategy, the preparation of economic impact cost/benefit studies and industry reports, and assessing long term opportunities and strategies for industry sectors and trading partners for Alberta.
- 7 EXECUTIVE DIRECTOR, TRANSPORTATION SERVICES—Responsible for the review and analysis of current and projected transportation systems, services, policies and programs, including the provision of funding and management of demonstration projects and other programs essential to the development of transport in the province.
- 8 EXECUTIVE DIRECTOR, PROCESS INDUSTRIES—Responsible for enhancing process industries including new development, expansion of existing industries and assisting with marketing and market development, and for the Industrial Promotion and Industrial Energy Conservation Programs.
- 9 EXECUTIVE DIRECTOR, GENERAL INDUSTRIES—Responsible for enhancing manufacturing, construction, high technology and film service industries including new developments, joint ventures, licensing agreements and assistance with marketing and market development.
- 10 EXECUTIVE DIRECTOR, TRADE DEVELOPMENT—Responsible for providing assistance to general business, industrial and consulting sectors to expand Alberta exports through trade shows, trade missions, specific exporting expertise and assistance in the development of joint ventures and consortia in foreign trade.





1 DEPUTY MINISTER—Administers, coordinates and controls departmental functions in the Early Childhood to Grade Twelve system, including consultancy services to schools, curriculum development, and advisory and developmental services to school districts.

2 ASSOCIATE DEPUTY MINISTER, INSTRUCTION—Administers and coordinates operations and programs of Field Services, Curriculum, Language Services, Early Childhood Services, Special Educational Services Branches, Educational Opportunities Fund and the Office of the Registrar.

3 ASSOCIATE DEPUTY MINISTER, SUPPORT—Administers and coordinates operations and programs of Student Evaluation and Data Processing, School Buildings Administration, Personnel Services, School Book Branches, Alberta Correspondence School, Internal Library Services Unit, Educational Exchange, Special projects and Office of the Registrar.

4 DIRECTOR, CURRICULUM—Coordinates, develops, acquires, distributes and evaluates programs of study for the education of students in grades one through twelve.

5 ASSOCIATE DIRECTORS, CURRICULUM—Coordinate and assist in development and evaluation of curriculum for the appropriate levels and specialties, and evaluate texts and reference books.

6 DIRECTOR, EARLY CHILDHOOD SERVICES—Coordinates planning, development, implementation and evaluation of programs relating to all aspects of the education of young children aged three to six years.

7 COORDINATORS, ECS—(a) PROGRAM DEVELOPMENT—Coordinates provincial in-service programs for ECS, including defining needs, developing objectives and building programs for use by ECS field consultants and local personnel; (b) PROGRAM APPROVAL—Annually evaluates and examines Early Childhood program proposals and makes recommendations regarding funding of programs.

8 REGIONAL CONSULTANTS—Provide regulatory and developmental consultation to school systems, schools, pupils, and public groups on instructional programs and procedures.

9 COORDINATOR, EDUCATIONAL OPPORTUNITIES FUND—Administers disbursement of EOF funds through review and approval of projects developed by school boards for upgrading elementary education and for providing compensatory education at all grade levels.

10 REGISTRAR—Evaluates, certifies and assesses qualifications of all teachers employed in Alberta schools or seeking certification from outside the province, and assesses difficult secondary school credentials for students coming into Alberta from other countries.

11 DIRECTOR, FIELD SERVICES—Administers and coordinates activities of Field Services Branch including field evaluation of budgeting, staffing, contracts, use of facilities and transportation, and operation of five regional offices providing coordination and consultative services in curriculum, business administration and education administration.

12 ASSOCIATE DIRECTORS, FIELD SERVICES—(a) EDUCATION ADMINISTRATION—Administers, coordinates and supervises activities of regional offices which

provide regulatory, consultative, evaluation and developmental services to boards and schools as needed; (b) BUSINESS ADMINISTRATION—Administers, coordinates and supervises budget and financial analysis of school boards, PAB implementation, debenture processing and special studies.

13 REGIONAL OFFICE COORDINATORS AND CONSULTANTS—Coordinate consultancy services to school boards within each zone to ensure high standards of education and conduct surveys, evaluations and assessments in specific areas as requested.

14 FIELD ADMINISTRATION OFFICERS—Provide regulatory and developmental consultation to school systems' business management programs, administration and procedures.

15 DIRECTOR, LANGUAGE SERVICES—Coordinates the availability of instructional programs in languages other than English, arranges for accessibility to these programs, and assumes responsibilities for planning, developing and diffusing second language programs.

16 ASSOCIATE DIRECTOR, PROGRAM PLANNING AND DEVELOPMENT—Responsible for program planning and development.

17 DIRECTOR, SPECIAL EDUCATIONAL SERVICES—Provides general administration of all aspects of special education, including education of the handicapped, disbursement of monies from Learning Disabilities Fund, Alberta School for the Deaf, provincial guidance and counselling activities and regulation of private schools.

18 SUPERINTENDENT, ALBERTA SCHOOL FOR THE DEAF—Directs the total administrative, educational and child care programs, and related ancillary services for deaf children between the ages of three and eighteen.

19 SUPERVISOR, GUIDANCE AND COUNSELLING—Provides direction and support for development of school counselling services for grades one through twelve.

20 SUPERVISOR, SPECIAL EDUCATION—Administers programs that provide or support educational services for handicapped children who require educational assistance beyond what is normally available in regular school programs.

21 DIRECTOR, FINANCE, STATISTICS AND LEGISLATION—Develops, coordinates and monitors budgets for all branches and agencies, administers the payment of grants, revises and interprets acts and regulations under the purview of the department, oversees matters dealing with central services of the department, and provides consultative services in each of these areas.

22 ASSOCIATE DIRECTORS, FINANCE, STATISTICS AND LEGISLATION—(a) FINANCIAL OPERATIONS—Plans, directs and implements programs and operations required for financial operations and for provision of central services to all branches of the department and develops practices governing the review of accounting systems and central services; (b) FINANCIAL PLANNING AND REGULATORY SERVICES—Evaluates and reviews financial assistance programs, develops regulations for and directs the administration of financial assistance programs, evaluates and reviews department legislation and regulation needs, and coordinates drafting of legislation and regulations required by the department.

23 DIRECTOR, PUBLIC COMMUNICATIONS—Establishes and maintains effective two-way communication within the department and between the department and the public, through news releases, newsletters, and services of Public Affairs Bureau.

- 36 24 DIRECTOR, PLANNING AND RESEARCH—Identifies problems, coordinates developmental research, generates policy alternatives, and assesses the implications and cross-impacts of each as it relates to basic education.
  - 25 ASSOCIATE DIRECTORS, PLANNING AND RESEARCH—(a) POLICY—Assists in identifying problems and generating policy alternatives, assembles future studies and assists in budgeting and developing resource allocation models; (b) RESEARCH—Administers, coordinates and supervises internal and contracted research.
  - 26 DIRECTOR, STUDENT EVALUATION AND DATA PROCESSING SERVICES—Plans, organizes and directs all phases of information systems operations for the department, develops and implements testing services and records student achievement, and provides statistical information to other branches, school boards and students.
  - 27 ASSOCIATE DIRECTORS, STUDENT EVALUATION AND DATA PROCESSING SERVICES—(a) DATA PROCESSING—Assists in the planning, organization and direction of all phases of data processing, including systems analysis, development and implementation, data conversion and optical scanning/scoring; (b) RECORDS AND TEST DEVELOPMENT—Assists in the development and implementation of tests and testing services required to measure student achievement and administers a program for student and teacher records.
  - 28 DIRECTOR, SCHOOL BUILDINGS ADMINISTRATION—Assists school boards, as autonomous corporate bodies, to plan, build, operate and maintain school buildings and administers provincial financial support programs in accordance with appropriate provisions of the Alberta School Act and the School Buildings Act.
  - 29 ASSOCIATE DIRECTORS—(a) SCHOOL BUILDINGS ADMINISTRATION—Administers the regulations emanating from the relevant legislation as these pertain to building projects, plans, financial support, contracts, tenders, school facilities, day labour schemes and other special projects; (b) POLICY AND PLANNING SERVICES—Establishes a multi-cycle and multi-based planning capability that will link together the short, medium and long range plans of Alberta's school boards into appropriate provincial plans for providing school facilities.
  - 30 DIRECTOR, PERSONNEL SERVICES—Develops and administers personnel programs to advise and assist all branches and responsibility centres in matters of classification, pay, recruitment and selection, employee relations, staff development and training, and performance appraisal programs.
  - 31 SENIOR LIBRARIAN, INTERNAL LIBRARY SERVICES—Coordinates and supervises provision of library services for the staff of Alberta Education.
  - 32 DIRECTOR, ALBERTA CORRESPONDENCE SCHOOL—Administers and coordinates Correspondence School through preparing, publishing and teaching courses based on the Alberta Curriculum for grades one through twelve, to provide educational services by correspondence to students of any age who might not otherwise have access to this education.
  - 33 MANAGER, SCHOOL BOOK BRANCH—Supervises and directs operation of the branch, negotiates with publishers for book prices, discounts and delivery, arranges for distribution of books to school boards, teachers, students and educational institutions, directs operation of NAIT and SAIT bookstores, and is responsible for supply of ACCESS books, SAIT correspondence books and special project books.
  - 34 DIRECTOR, ALBERTA EDUCATIONAL COMMUNICATIONS AUTHORITY—Acts as liaison between ACCESS, Alberta Education and Advanced Education and Manpower in developing guidelines for program content and distribution, and provides general administration of educational programs on education cable television.
- 35 COORDINATOR OF EDUCATIONAL EXCHANGE AND SPECIAL PROJECTS—Proposes policy and directs programs of educational exchange and marketing of expertise with other provinces and countries, analyzes submission of major lobbies and interest groups regarding education policies and practices, formulates responses, and participates in and provides Executive Secretary reviews to the Directors Council.









## DEPARTMENT OF ENERGY AND NATURAL RESOURCES

FUNCTIONAL STATEMENTS—AUGUST, 1980

- 1 DEPUTY MINISTER, RENEWABLE RESOURCES—Responsible for the direction and control of the Renewable Resources Division of the department which includes evaluation, planning and administration of Alberta's public land, forestry, fish and wildlife resources.
- 2 DEPUTY MINISTER, ENERGY RESOURCES—Responsible for the direction and control of the Energy Resources Division of the department which includes sound management of Alberta's mineral resources and collection of royalty revenues.
- 3 EXECUTIVE DIRECTOR, ADMINISTRATIVE SERVICES—Responsible for the overall direction and coordination of all matters relating to accounting and budgeting, records management, personnel services, space, materials and supplies.
- 4 DIRECTOR, FINANCIAL SERVICES—Responsible for all aspects of financial management including estimates, budgeting, financial resources allocation system, accounting, financial management reporting systems, credit and collections, financial analysis, internal auditing and space and telephone requirements.
- 5 DIRECTOR, PERSONNEL SERVICES—Responsible for departmental personnel, manpower planning, training and organization development programs.
- 6 DIRECTOR, RECORDS MANAGEMENT SERVICES—Responsible for all aspects of department records management systems including the registration system for Crown surface and mineral dispositions and liaison with Land Titles regarding mineral ownership.
- 7 MANAGER, OFFICE SERVICE SECTION—Responsible for drafting services, stationary and stores, coordinating space requirements and related facilities.
- 8 EXECUTIVE DIRECTOR, SCIENTIFIC AND ENGINEERING SERVICES—Responsible for providing studies and analyses of the scientific, technical and engineering aspects of energy and natural resources management.
- 9 MANAGER, RESEARCH—Responsible for managing energy and renewable resource research funds provided under the Alberta/Canada Energy Resources Research Fund (ERRF) and coordinating with other Alberta government departments and agencies on matters relating to resource research.
- 10 ASSISTANT DEPUTY MINISTER, MINERAL RESOURCES—Responsible for exercising Ministerial discretion and formulating policy in all aspects of the Mines and Minerals Act relating to mineral resource disposition and administration in respect of oil, gas, oil sands, coal, metallic and industrial minerals sales and agreements, and geological, geophysical and drilling activities and incentives.
- 11 DIRECTOR, PETROLEUM AND NATURAL GAS AGREEMENTS—Responsible for the management and administration of Crown agreements in petroleum and natural gas.
- 12 DIRECTOR, EXPLORATION REVIEW—Responsible for the integration and utilization of geological, geophysical and engineering data required by the Mineral Resources Division for use in lease continuation decisions, land use planning, and major oil and gas tenure issues, and for granting exploration licences, permits and approvals, and managing the Geophysical and Drilling Incentive Systems.
- 13 DIRECTOR, MINERAL AGREEMENTS—Responsible for the sale, management and administration of Crown mineral agreements relating to bituminous and oil sands coal, metallic and industrial minerals.

- 14 DIRECTOR, OIL AND GAS AGREEMENT SALES—Responsible for the sale of licences and leases of Crown petroleum and natural gas mineral rights, and mineral resource input to the land use planning process.
- 15 DIRECTOR, MINERAL SUPPORT—Responsible for the provision of services relating to drafting, mapping, printing and reproduction, preparation of interpretive sketches and graphs, inventory, budget preparation and control, space planning and allocation and the preparation of legal land descriptions required in disposition agreements.
- 16 EXECUTIVE DIRECTOR, MINERAL REVENUES—Administers the division which is responsible for the calculation and verification of petroleum royalties, calculation, collection and verification of natural gas, coal and other royalties, and collection of freehold mineral taxes.
- 17 DIRECTOR, AUDIT—Responsible for the field audit of gas plant facilities, coal projects and other resource industry costs, and the desk audit of gas royalty procedures.
- 18 DIRECTOR, PETROLEUM ROYALTY—Responsible for the calculation and verification of royalties on conventional petroleum production and the calculation, collection and verification of royalties from synthetic crude oil and experimental projects.
- 19 DIRECTOR, NATURAL GAS AND OTHER ROYALTY—Responsible for the calculation, collection and verification of gas, coal, and other royalties and the administration of gas cost allowance.
- 20 SUPERINTENDENT, MINERAL TAX—Responsible for the administration of the Freehold Mineral Taxation Act, including the mailing of tax notices, enforcement of tax collection, reversion of minerals for non-payment of tax, and for control and distribution of surplus monies under the Mineral Titles Redemption Act.
- 21 EXECUTIVE DIRECTOR, LEGAL SERVICES—Acts as senior legal counsel for Energy and Natural Resources in drafting, examining and revising legal documents, interpreting statutes and providing legal opinions.
- 22 ASSISTANT DEPUTY MINISTER, ALBERTA FOREST SERVICE—Formulates and coordinates policies, programs and legislation for the Alberta Forest Service and administers the Forest Resources Management Program.
- 23 DIRECTOR, FOREST LAND USE—Responsible for administering the Forest Land Use Branch, which manages Alberta's public forest lands for watershed, grazing and recreational benefits, and for the prevention of damage to public forest lands.
- 24 DIRECTOR, FOREST PROTECTION—Responsible for administering the Forest Protection Branch which protects Alberta's forests from damage and destruction by fire, insects or diseases, provision of meteorological and emergency communication, and survival services as a natural adjunct to the protection services.
- 25 DIRECTOR, PROGRAM SUPPORT—Responsible for administering the Program Support Branch, which provides administrative support and staffing services for the field organization and administrative services to the various branches of the Forest Service in areas such as budgeting, purchasing and accounts, records management, warehousing, safety, building construction, vehicle and equipment development, and for the Junior Forest Warden and Junior Forest Ranger Programs.

40 26 DIRECTOR, REFORESTATION AND RECLAMATION—Responsible for administering the Reforestation and Reclamation Branch which establishes, maintains and improves forest stands and reclaims disturbed forest lands for timber production and for recreational, grazing, watershed and wildlife benefits.

27 DIRECTOR, TIMBER MANAGEMENT—Responsible for administering the Timber Management Branch, which manages Alberta's timber resources to obtain increased and perpetually continuing timber harvest while maintaining a forest environment of high quality.

28 ASSISTANT DEPUTY MINISTER, PUBLIC LANDS—Responsible for the administration of public lands under the Public Lands Act and the management of public lands which are not dedicated for permanent forest.

29 DIRECTOR, PUBLIC LANDS DISPOSITIONS—Responsible for the issuing and administration of all industrial, commercial, recreational, residential, farmland and grazing dispositions on public lands in Alberta which are under the purview of the Public Lands Act.

30 DIRECTOR, PROGRAM SUPPORT—Responsible for field services, including operation of grazing reserves, legal documentation, surface rights plotting and all administrative support provided to the Lands Division.

31 DIRECTOR, LAND MANAGEMENT AND DEVELOPMENT—Responsible for the grazing reserve development and range improvement programs, and for the establishment of land use conditions regarding dispositions on public land under the purview of the Public Lands Act.

32 ASSISTANT DEPUTY MINISTER, POLICY ANALYSIS AND PLANNING—Advises senior department executives on matters of energy and natural resources management and planning, evaluates current policies and practices, and provides analyses and impact implications of various alterations to those policies and practices.

33 EXECUTIVE DIRECTOR, ECONOMIC AND FINANCIAL PLANNING—Responsible for the provision of resource and financial information regarding specific resource projects, resource revenue policies, revenue forecasting, industry revenue, pricing and marketing of energy and natural resources, and the assessment of royalty and taxing regimes' effect on Alberta's resource industries.

34 DIRECTOR, RESOURCE INFORMATION SERVICES—Responsible for the gathering and dissemination of information relating to all aspects of the energy and natural resource areas including publications, public education and library services.

35 DIRECTOR, COMPUTING SERVICES—Manages computer system needs for renewable and energy resources including development of computer systems to assist management in evaluating Crown agreements and industry projects.

36 EXECUTIVE DIRECTOR, RESOURCE EVALUATION AND PLANNING—Responsible for all aerial photography, mapping, resource inventory and appraisal, and integrated resource policy and planning services provided to the department.

37 DIRECTOR, RESOURCE EVALUATION—Responsible for the procurement and production of aerial photography, mapping, field survey data, map and air photo sales, appraisal of data relating to surface and sub-surface resources, and the development and maintenance of a resource data bank.

38 DIRECTOR, RESOURCE PLANNING—Responsible for the development and management of integrated resource guidelines and plans of action for land and resource

managers in Alberta Energy and Natural Resources, and provision of inter and intra-departmental coordination services as required.

39 MANAGER, PROGRAM SUPPORT—Responsible for divisional, personnel, financial and administrative support services.

40 DIRECTOR, FOREIGN OWNERSHIP OF LANDS—Responsible for the processing of applications requesting Executive Council exemptions from the Foreign Land Ownership Regulations, for ensuring the policing and enforcement of the Regulations, and for monitoring of all sales to foreigners.

41 ASSISTANT DEPUTY MINISTER, FISH AND WILDLIFE—Directs the program of fish and wildlife resource management and coordinates internally and with other departments and agencies and the public to optimize populations and distribution for the benefit of the people of Alberta.

42 DIRECTOR, PROGRAM SUPPORT—Responsible for conservation and education programs, supervision, organization and coordination of division personnel generally, its expenditures, equipment inventories, warehouse and supplies, communications, office services and clerical support.

43 DIRECTOR, HABITAT MANAGEMENT AND PROTECTION—Accountable for the design and planning of all land and water management programs in the province, with respect to the maintenance and production of fish and wildlife populations.

44 DIRECTOR, ENFORCEMENT, LIAISON AND STANDARDS—Responsible for the administration, preparation, review and evaluation of wildlife resource legislation and the maintenance of coordination with other resource legislation agencies.

45 DIRECTOR, FISHERIES MANAGEMENT—Responsible for administration, inventory, research and determination of acceptable harvest levels and quotas of fishery resources, the condition and productivity of fish habitat, the control of disease and coordination and management of interprovincial and intergovernmental fisheries.

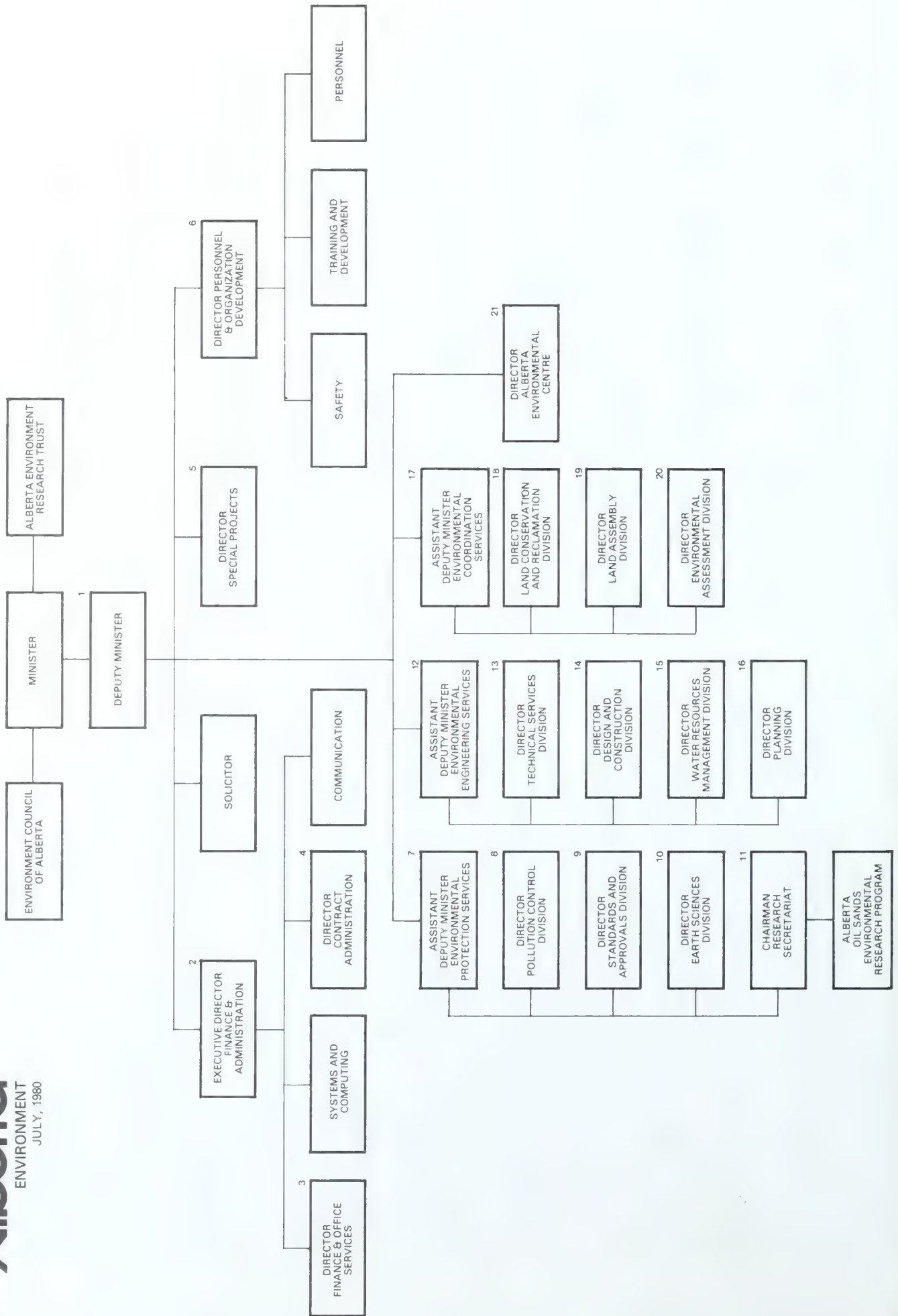
46 DIRECTOR, WILDLIFE MANAGEMENT—Responsible for the administration, inventory, research and determination of acceptable harvest levels and quotas of wildlife resources, the condition, productivity and wildlife habitat, the control of wildlife disease and the coordination of intergovernmental migratory bird resources.

47 SENIOR ADVISOR, SPECIAL PROJECTS—Responsible for assisting the Deputy Minister, Energy Resources, on such matters as coordinating senior level conferences, preparing reports at the request of the Minister or Deputy Minister, and representing the Deputy Minister at certain interdepartmental and interprovincial meetings and committees.

48 DIRECTOR, ENERGY CONSERVATION—Responsible for development and implementation of energy conservation information programs to the public, coordinating provincial government energy conservation programs and providing a liaison function in dealing with the federal and other provincial governments.









# DEPARTMENT OF THE ENVIRONMENT

FUNCTIONAL STATEMENTS — JULY, 1980

1 DEPUTY MINISTER — Acts as chief executive officer of the department, is responsible for the management, coordination and control of all departmental functions, and provides advice to the Minister on policies and programs.

2 EXECUTIVE DIRECTOR, FINANCE AND ADMINISTRATION — Responsible for advising the Deputy Minister on all financial requirements of the department, developing a financial system to insure proper allocation of funds in accordance with departmental and central agencies' policies and procedures, and for providing common support services such as Office Services, Systems and Computing, Contract Administration and Public Communication.

3 DIRECTOR, FINANCE AND OFFICE SERVICES — Responsible for budget and forecasts, accounting, office support services, records management and special financial projects.

4 DIRECTOR, CONTRACT ADMINISTRATION — Responsible for administration of contracts let by the department.

5 DIRECTOR, SPECIAL PROJECTS — Responsible for intergovernmental negotiations on water resource development and program agreements, represents Alberta on intergovernmental committees for the Peace-Athabasca Delta, the Mackenzie River Basin and the Prairie Provinces Water Board, and is co-chairman of Alberta Hydro Committee, member of Athabasca River Hydro Development Advisory Committee and secretary of the Capital City Recreation Park Management and Policy Committees.

6 DIRECTOR, PERSONNEL AND ORGANIZATION DEVELOPMENT — Responsible for providing the personnel management services required by the department to serve the public and provide the advisory staff development services required for an effective and satisfied work force.

7 ASSISTANT DEPUTY MINISTER, ENVIRONMENTAL PROTECTION SERVICES — Responsible for the implementation, coordination, management and control of approved policies and programs in protecting air and water, resource development monitoring, licensing and funding water supply and sewage treatment projects, and funding of regional waste management projects.

8 DIRECTOR, POLLUTION CONTROL DIVISION — Supervises pollution control programs, monitoring of plants and ambient conditions and the enforcement of regulations under the Department of Environment Act, Clean Air Act, Clean Water Act, Agricultural Chemicals Act, Hazardous Chemicals Act, Beverage Container Act and the Litter Act, and is responsible for Air Quality Control, Water Quality Control, Municipal Engineering, Pesticide Chemicals and Waste Management Branches located in Lethbridge, Calgary, Red Deer, Edmonton, Whitecourt, and Grande Prairie, for the Biting Fly Assistance Program and Solid Waste Management Assistance Program, and for the implementation of the Edmonton Regional Utilities Study (Water and Sewage).

9 DIRECTOR, STANDARDS AND APPROVALS DIVISION — Responsible for the review of all industrial and municipal applications for permits to construct and licences to operate new and/or existing facilities as related to the Clean Air and the Clean Water Acts and corresponding regulations, for issuing environmental permits and licences, for developing emission and effluent performance standards regarding pollution matters as they affect air and water quality, and for the administration of the new Alberta Municipal Water Supply and Sewage Treatment Grant Program.

10 DIRECTOR, EARTH SCIENCES DIVISION — Responsible for Soils, Technical Development and Groundwater Branch work in protection of soil and groundwater, waste application to land technology and groundwater development, and for the

management of the Metis Water Supply Program, offices of the division being located in Calgary, Edmonton, Lethbridge and Red Deer.

11 CHAIRMAN, RESEARCH SECRETARIAT — Responsible for research management, the management of the department library, and the Alberta Oil Sands Environment Research Program.

12 ASSISTANT DEPUTY MINISTER, ENVIRONMENTAL ENGINEERING SERVICES — Responsible for the implementation, coordination, management and control of approved water resources policies and programs.

13 DIRECTOR, TECHNICAL SERVICES DIVISION — Responsible for the provision of hydrological and river engineering analysis, flow forecasting and land and water surveys.

14 DIRECTOR, DESIGN AND CONSTRUCTION DIVISION — Responsible for the design and construction supervision of water resource projects and implementation of a dam safety program.

15 DIRECTOR, WATER RESOURCES MANAGEMENT DIVISION — Responsible for operation and maintenance of water resource projects, enforcement of water resource legislation, operation of water resource regional office and water resources Revolving Fund, and for Water Rights and Hydro Electric Branches.

16 DIRECTOR, PLANNING DIVISION — Responsible for river basin planning, planning input to regional projects, environmental, social and economic evaluation of water resource management projects, and evaluation of water resource policies and programs.

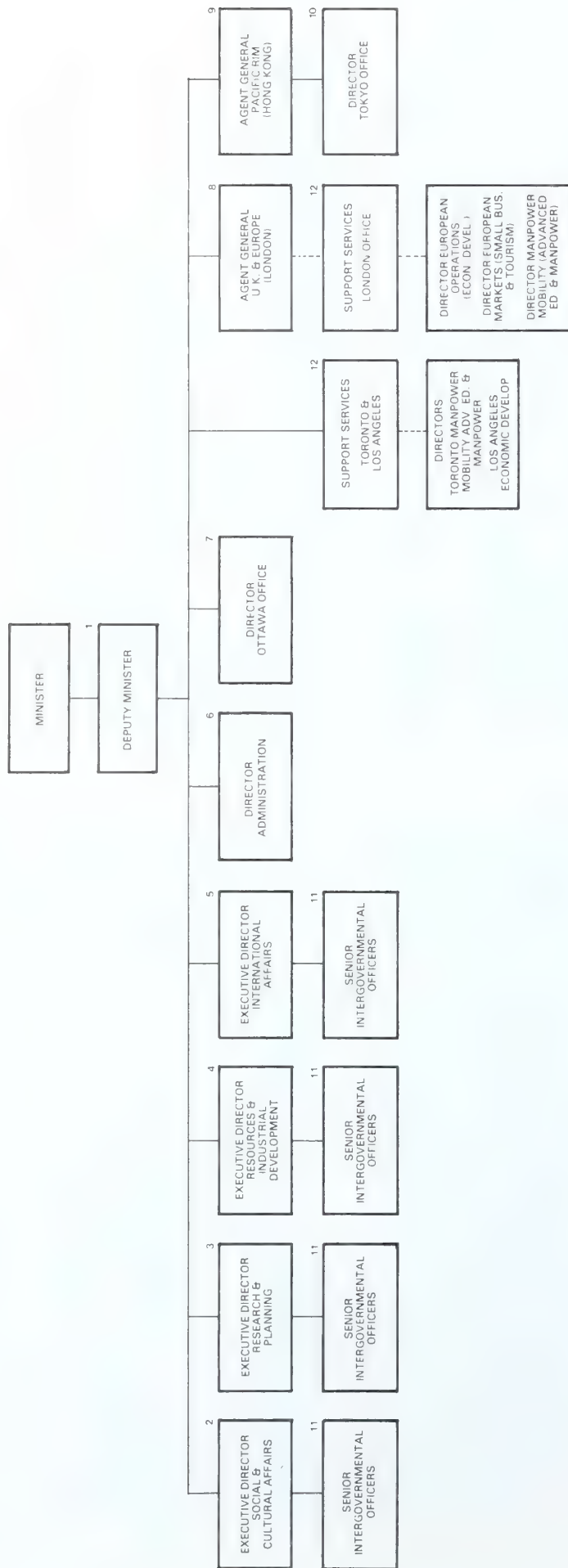
17 ASSISTANT DEPUTY MINISTER, ENVIRONMENTAL COORDINATION SERVICES — Responsible for the development and implementation of legislatively approved land-related policies and programs through coordination, management and control, and serves as Chairman of the Conservation and Utilization Committee, the Land Conservation and Reclamation Council, and the Land Purchases Coordinating Committee.

19 DIRECTOR, LAND CONSERVATION AND RECLAMATION DIVISION — Responsible for the administration of the Land Surface Conservation and Reclamation Act pertaining to regulated surface operations, the Land Conservation and Reclamation Council, land surface reclamation and referral systems.

19 DIRECTOR, LAND ASSEMBLY DIVISION — Responsible for the administration of the Department of the Environment Act with respect to the administration of Restricted Development Areas, all departmental legislation pertaining to the purchase of all interests in land for the department and on behalf of other government departments, and the Calgary and Edmonton transportation and utility corridors.

20 DIRECTOR, ENVIRONMENTAL ASSESSMENT DIVISION — Responsible for the administration of departmental legislation pertaining to coordination including public participation and resource coordination, the Remote Sensing Centre, the Environmental Impact Assessment review, and the secretariat for the Conservation and Utilization Committee.

21 DIRECTOR, ALBERTA ENVIRONMENTAL CENTRE — Responsible for planning, equipping, staffing and operating new laboratory under construction, developing and reviewing programs for all departments involved, coordinating laboratory operations, and advising on needs in scientific and technical areas.



1 DEPUTY MINISTER—Administers all departmental functions, coordinates the conduct of all intergovernmental activities, and is responsible for the Alberta Government offices in Ottawa, Toronto, Los Angeles, London, Hong Kong and Tokyo.

2 EXECUTIVE DIRECTOR, SOCIAL AND CULTURAL AFFAIRS—Coordinates, investigates and makes recommendations on all intergovernmental aspects of multiculturalism, bilingualism, health, hospitals, medical care, education, manpower, immigration, justice, corrections, Native affairs, urban affairs, housing, culture, recreation, parks, wildlife and labour, and coordinates all government activities with respect to the Alaska Highway Gas Pipeline.

3 EXECUTIVE DIRECTOR, RESEARCH AND PLANNING—Coordinates, researches and makes recommendations on the intergovernmental aspects of federal-provincial fiscal relations, constitutional reform, general federal-provincial issues, national unity issues, federal institutions, Western Premiers' Task Force on Constitutional Trends, and federal-provincial consultative mechanisms.

4 EXECUTIVE DIRECTOR, RESOURCES AND INDUSTRIAL DEVELOPMENT—Coordinates, investigates and makes recommendations on all intergovernmental aspects of energy and natural resources, industrial development, tourism, agriculture, transportation, environment, communications, disaster services, national defence, DREE, consumer and corporate affairs, and northern affairs.

5 EXECUTIVE DIRECTOR, INTERNATIONAL AFFAIRS—Coordinates, investigates and makes recommendations on all intergovernmental aspects of international trade and economic developments, scientific and cultural agreements, foreign aid, and Canada-U.S. relations, monitors contractual links with the E.E.C. and Japan, and is responsible for international visitors, missions and conferences, Premier's visits, and overseas offices.

6 DIRECTOR, ADMINISTRATION—Responsible for the provision and coordination of general administrative and financial support services including personnel, finance, library and records management.

7 DIRECTOR, OTTAWA OFFICE—Provides Alberta departments with information on current developments and activities in Ottawa which relate to Alberta policies and programs, represents the Alberta government in Ottawa on request, and coordinates and facilitates the conduct of Alberta government business in Ottawa.

8 AGENT GENERAL, U.K. AND EUROPE—Coordinates the interdepartmental activities of the Alberta government in the United Kingdom and Europe, especially in the areas of economic development, tourism and manpower, and represents Alberta at business and government levels, and on state occasions.

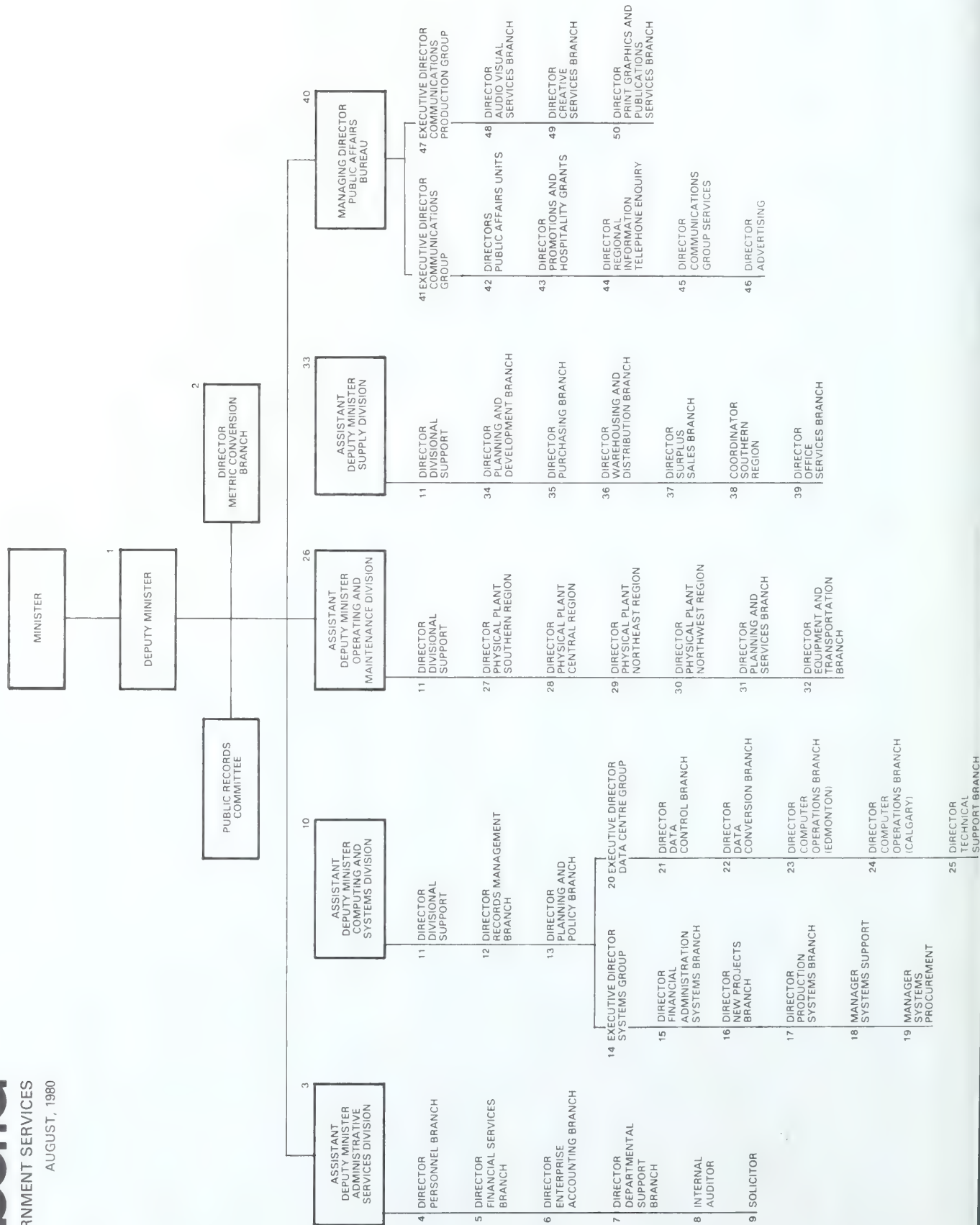
9 AGENT GENERAL, PACIFIC RIM—Coordinates interdepartmental initiatives and activities of the Alberta government in China and Southeast Asia, especially in areas of agriculture and economic development, represents Alberta at business and government levels, and provides Alberta departments with information on current developments and activities in the Pacific Rim.

10 DIRECTOR, TOKYO OFFICE—Coordinates the interdepartmental initiatives and activities of the Alberta government in Japan and Korea, especially in areas of economic development, agriculture, culture and tourism, provides Alberta departments with information on current developments and activities in Japan and Korea, and represents Alberta at business and government levels.

11 SENIOR INTERGOVERNMENTAL OFFICERS—Represent Alberta at intergovernmental meetings, negotiate and assess intergovernmental agreements, maintain liaison with other Alberta departments, chair interdepartmental coordinating committees, and initiate and supervise research of junior staff in assigned areas.

12 SUPPORT SERVICES—TORONTO, LOS ANGELES AND EUROPEAN OFFICES—Provide clerical, stenographic and research support for representatives of other government departments.







# DEPARTMENT OF GOVERNMENT SERVICES

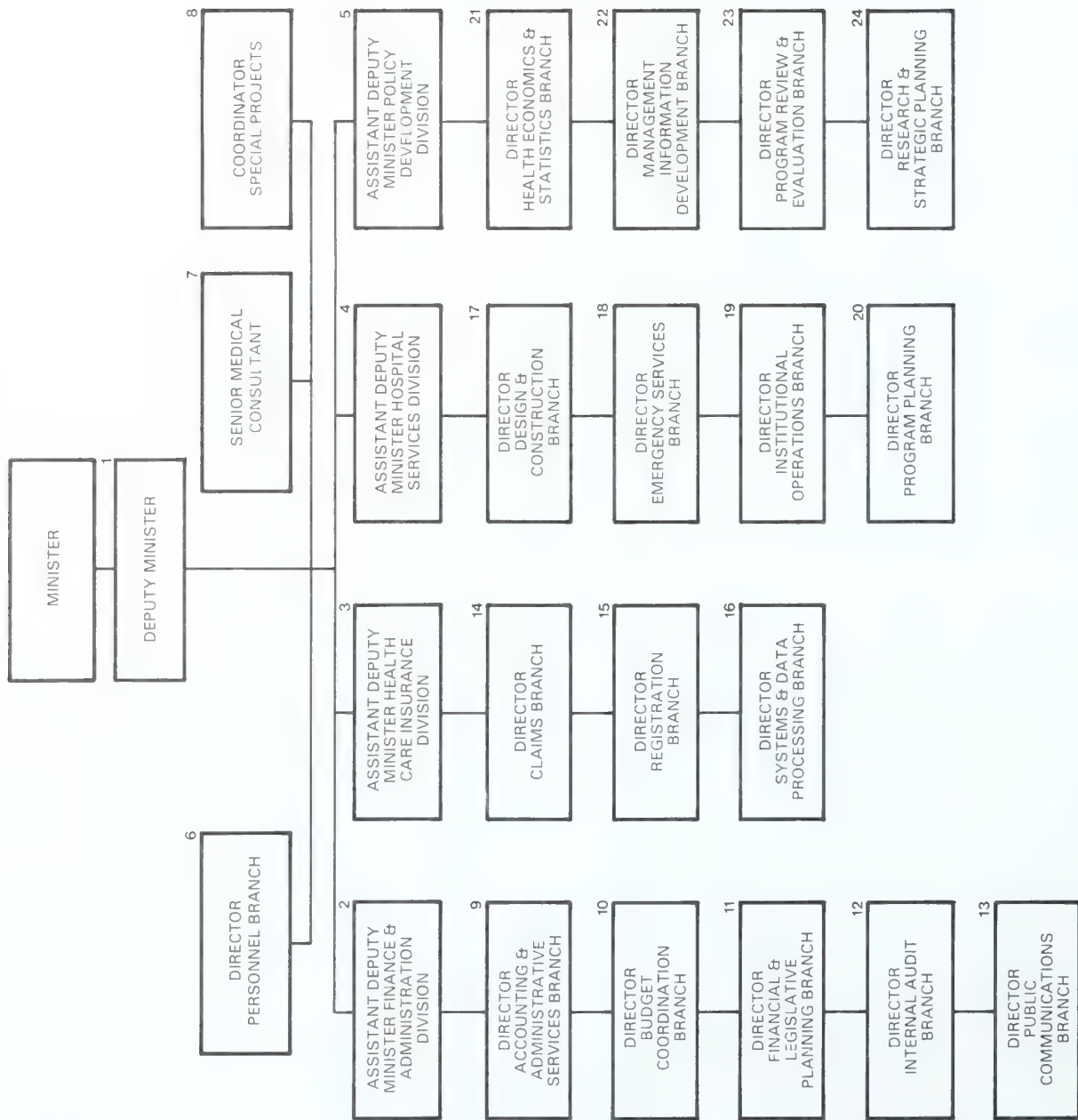
FUNCTIONAL STATEMENTS—AUGUST, 1980

- 1 DEPUTY MINISTER—Administers, coordinates and controls department activities in four major service delivery divisions, Operating and Maintenance, Supply, Public Affairs, Computing and Systems, and the Administrative Services Division which provides the total department's administrative support.
- 2 DIRECTOR, METRIC CONVERSION BRANCH—Responsible for coordinating the government's program for metric conversion through liaison with all provincial departments and the federal government.
- 3 ASSISTANT DEPUTY MINISTER, ADMINISTRATIVE SERVICES DIVISION—Responsible for the provision of personnel, financial, legal and general administrative services to the four operating divisions of the department.
- 4 DIRECTOR, PERSONNEL BRANCH—Administers all departmental personnel services including recruitment, classification, employee relations, organization development, occupational health and safety, and manpower planning.
- 5 DIRECTOR, FINANCIAL SERVICES BRANCH—Responsible for the provision of all financial services relative to program - funded activities.
- 6 DIRECTOR, ENTERPRISE ACCOUNTING BRANCH—Responsible for the development and provision of commercial accounting systems and services to enterprise managers.
- 7 DIRECTOR, DEPARTMENTAL SUPPORT BRANCH—Responsible for the coordination of general administrative support services.
- 8 INTERNAL AUDITOR—Responsible for reviewing, evaluating and reporting to management on the adequacy of all financial control systems within the department.
- 9 SOLICITOR—Responsible for the provision of legal services to the department.
- 10 ASSISTANT DEPUTY MINISTER, COMPUTING AND SYSTEMS DIVISION—Responsible for providing data processing, systems development and records management services required by government.
- 11 DIRECTORS, DIVISIONAL SUPPORT—Responsible for providing administrative and financial assistance to each of the noted service delivery divisions.
- 12 DIRECTOR, RECORDS MANAGEMENT BRANCH—Responsible for providing advisory services, coordination and training in records management and microfilm services across government, and for managing the Records Centre.
- 13 DIRECTOR, PLANNING AND POLICY BRANCH—Responsible for strategic planning, security, policy and procedure development and evaluation of acquisition proposals.
- 14 EXECUTIVE DIRECTOR, SYSTEMS GROUP—Responsible for Systems Procurement, Systems Support, New Projects, Production Systems and Financial Administration Systems Branches.
- 15 DIRECTOR, FINANCIAL ADMINISTRATION SYSTEMS BRANCH—Responsible for the development of interdepartmental systems including planning, development, design and maintenance.
- 16 DIRECTOR, NEW PROJECTS BRANCH—Responsible for developing computer systems for use in government, conducting feasibility studies and providing project management for developing systems.

- 17 DIRECTOR, PRODUCTION SYSTEMS BRANCH—Responsible for maintenance and upgrading of all major existing systems, providing continuing communications with user departments and monitoring systems performance.
- 18 MANAGER, SYSTEMS SUPPORT—Responsible for support services including training standards, technical staff recruiting and a consulting service related to these functions.
- 19 MANAGER, SYSTEMS PROCUREMENT—Provides a procurement service for and contract management of E.D.P. services acquired from the private sector.
- 20 EXECUTIVE DIRECTOR, DATA CENTRE GROUP—Responsible for the Data Control, Data Conversion, Computer Operations and Technical Support Branches.
- 21 DIRECTOR, DATA CONTROL BRANCH—Responsible for control of the flow of data through the Data Centre, monitoring conversion and processing of data by other branches.
- 22 DIRECTOR, DATA CONVERSION BRANCH—Responsible for keying and verifying data from forms in preparation for subsequent transfer of such data to tapes, and delivery to the Computer Operations Branch.
- 23 DIRECTOR, COMPUTER OPERATIONS BRANCH (EDMONTON)—Responsible for the operation of the array of computers and related auxiliary equipment on a 24-hour, seven-day-a-week basis in Edmonton.
- 24 DIRECTOR, COMPUTER OPERATIONS BRANCH (CALGARY)—Responsible for the operation of the array of computers and related auxiliary equipment on a 24-hour, seven-day-a-week basis in Calgary.
- 25 DIRECTOR, TECHNICAL SUPPORT BRANCH—Responsible for generation, maintenance and monitoring of all operating systems, managing development and support of all teleprocessing services, consulting on software package applications and conducting hardware planning.
- 26 ASSISTANT DEPUTY MINISTER, OPERATING AND MAINTENANCE DIVISION—Responsible for the management, operation and maintenance of the government's physical plant, and for the provision of equipment and transportation services to government.
- 27 DIRECTORS, PHYSICAL PLANT REGIONS—Responsible for the management, to operation and maintenance of government accommodation facilities within each of 30 four geographic regions.
- 31 DIRECTOR, PLANNING AND SERVICES BRANCH—Responsible for the provision of strategic planning and professional support and shop services for the building operating and maintenance function.
- 32 DIRECTOR, EQUIPMENT AND TRANSPORTATION BRANCH—Responsible for provision of vehicle fleet management services, rental of office equipment, government wide courier service, and coordination of government aircraft operations.
- 33 ASSISTANT DEPUTY MINISTER, SUPPLY DIVISION—Responsible for the provision of comprehensive supply services to government.
- 34 DIRECTOR, PLANNING AND DEVELOPMENT BRANCH—Responsible for con-

- ducting operational research and formulating plans with respect to materials management.
- 35 DIRECTOR, PURCHASING BRANCH—Responsible for the development of central purchasing policy and management of delivery of purchasing services for all departments.
- 36 DIRECTOR, WAREHOUSING AND DISTRIBUTION BRANCH—Responsible for managing the facilities and systems for materials handling and distribution of stock item supply services to government.
- 37 DIRECTOR, SURPLUS SALES BRANCH—Responsible for the development of marketing strategies designed to achieve an orderly flow of material and to maximize proceeds from the sale of surplus assets.
- 38 COORDINATOR, SOUTHERN REGION—Responsible for coordinating the provision of supply services to client departments in Calgary and surrounding area, including purchasing, warehousing and distribution, and surplus sales.
- 39 DIRECTOR, OFFICE SERVICES BRANCH—Responsible for the management of the Central Duplicating Plant and Quick Print Centres, provision of photocopying services and control of audio-visual and printing equipment selection throughout government.
- 40 MANAGING DIRECTOR, PUBLIC AFFAIRS BUREAU—Responsible for development of government-wide communications policy and provision of communications production services.
- 41 EXECUTIVE DIRECTOR, COMMUNICATIONS GROUP—Responsible for Public Affairs Units, Promotion and Hospitality, and the Regional Information Telephone Enquiry System.
- 42 DIRECTORS, PUBLIC AFFAIRS UNITS—Responsible for coordinating the activity of the Public Affairs Officers seconded to various government program departments.
- 43 DIRECTOR, PROMOTION AND HOSPITALITY GRANTS—Responsible for managing the program of hospitality grants and promotion.
- 44 DIRECTOR, REGIONAL INFORMATION TELEPHONE ENQUIRY—Responsible for operation of telephone enquiry centres across the province.
- 45 DIRECTOR, COMMUNICATIONS GROUP SERVICES—Responsible for Alberta Communications Network, research programs and meeting specialty requirements of Public Affairs Officers in government departments.
- 46 DIRECTOR, ADVERTISING—Responsible for coordinating the selection of advertising agencies for advertisement production and placement, and providing counsel and advice to the Communications Groups.
- 47 EXECUTIVE DIRECTOR, COMMUNICATIONS PRODUCTION GROUP—Responsible for the Audio-Visual, Creative Services, Print Graphics and Publications Services Branches.
- 48 DIRECTOR, AUDIO-VISUAL SERVICES BRANCH—Responsible for managing the production of films, photography, V.T.R., slide and tape presentations and operating the Film Library.
- 49 DIRECTOR, CREATIVE SERVICES BRANCH—Responsible for managing the production of publications and displays, providing graphic arts services and coordinating special projects.
- 50 DIRECTOR, PRINT GRAPHICS AND PUBLICATIONS SERVICES BRANCH—Responsible for coordination and acquisition of printing production, and the cataloguing and distribution of government publications, including Acts, Regulations and the Alberta Gazette.





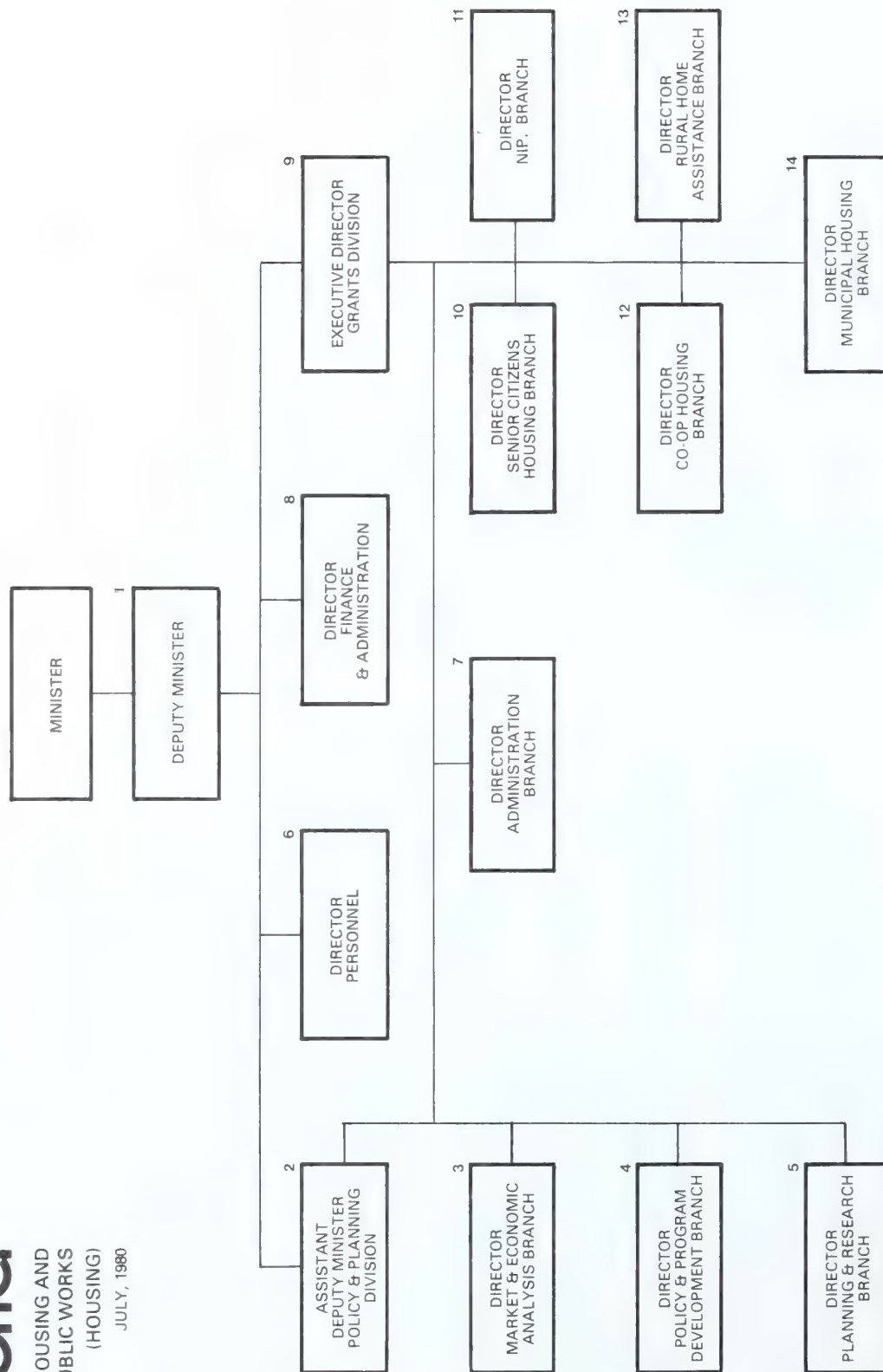


# DEPARTMENT OF HOSPITALS AND MEDICAL CARE

FUNCTIONAL STATEMENTS—AUGUST, 1980

- 1 DEPUTY MINISTER—Responsible for the overall management of the hospital section of the department, for coordination and monitoring of the construction and operations of the active treatment and auxiliary hospitals and nursing homes throughout the province, including the formulation of long term health care delivery plans, objectives and policies, and for the general management, coordination and control of the operations of the Alberta Health Care Insurance Plan.
- 2 ASSISTANT DEPUTY MINISTER, FINANCE AND ADMINISTRATION DIVISION—Responsible for operational and capital budget development, and for ensuring that the department's financial commitments are carried out effectively in accordance with sound financial management control.
- 3 ASSISTANT DEPUTY MINISTER, HEALTH CARE INSURANCE DIVISION—Responsible for the delivery of provincial government health insurance programs.
- 4 ASSISTANT DEPUTY MINISTER, HOSPITAL SERVICES DIVISION—Responsible for managing the funding of planning, construction and operation of all active treatment and auxiliary hospitals, and for providing operating funds for all nursing homes.
- 5 ASSISTANT DEPUTY MINISTER, POLICY DEVELOPMENT DIVISION—Responsible for identifying and recommending major policy and strategic planning options, pertinent research, and coordinating policy, research and program evaluation activities at all government levels.
- 6 DIRECTOR, PERSONNEL BRANCH—Responsible for personnel programs of organization development, salary and benefits administration, job classification, selection and recruitment, staff relations, and employee counselling.
- 7 SENIOR MEDICAL CONSULTANT—Provides professional expertise in relation to programs, liaison with professional associations, health economics, and maintenance of assessment practices.
- 8 COORDINATOR, SPECIAL PROJECTS—Assists the Deputy Minister on a variety of senior level projects and issues in both the health care insurance and hospital services programs.
- 9 DIRECTOR, ACCOUNTING AND ADMINISTRATIVE SERVICES BRANCH—Responsible for departmental accounting, administrative and health care insurance fund budgets, financial reporting, internal control, premium and other revenue collections, for library, printing, supplies and other administrative services, and for responding to enquiries regarding hospital and nursing home payments.
- 10 DIRECTOR, BUDGET COORDINATION BRANCH—Responsible for the coordination, preparation and control of the department's operating, capital and Alberta Heritage Savings Trust Fund budgets.
- 11 DIRECTOR, FINANCIAL AND LEGISLATIVE PLANNING BRANCH—Responsible for developing financial policy recommendations for future development of financial management for the hospital sector, for providing financial planning, standards and review as they relate to the department, and for the development and coordination of legislative and regulatory changes.
- 12 DIRECTOR, INTERNAL AUDIT BRANCH—Responsible for the design of an effective internal audit function throughout the department and for conducting operational audits to ensure that procedures and controls are adequate.

- 13 DIRECTOR, PUBLIC COMMUNICATIONS BRANCH—Responsible for information and public relations functions for the department to assist in making known department objectives, programs and policies.
- 14 DIRECTOR, CLAIMS BRANCH—Responsible for the assessment and payment of claims for basic health services, dental and optical benefits under the extended health benefits program, and out of province hospital and medical claims.
- 15 DIRECTOR, REGISTRATION BRANCH—Responsible for registrations of all residents, registration maintenance, premium billing and information services.
- 16 DIRECTOR, SYSTEMS AND DATA PROCESSING BRANCH—Responsible for providing computer and administrative systems development, maintenance and operation of existing systems, data processing services and micrographic services to the department.
- 17 DIRECTOR, DESIGN AND CONSTRUCTION BRANCH—Responsible for managing the capital construction program, the non-routine maintenance program and equipment purchases to effectively control scope, cost and timing on all projects, and for establishing hospital design guidelines.
- 18 DIRECTOR, EMERGENCY SERVICES BRANCH—Responsible for planning, managing and evaluating an emergency services program in support of the hospital system.
- 19 DIRECTOR, INSTITUTIONAL OPERATIONS BRANCH—Responsible for managing the financial resources available to all hospitals and nursing homes in the province, monitoring their resource control performance, developing and ensuring acceptable standards of institutional health care, and providing a consulting service on request to hospitals and nursing homes in pharmacy, dietetics, patient care services, finance and administration.
- 20 DIRECTOR, PROGRAM PLANNING BRANCH—Responsible for program planning development in the capital planning process to ensure effective long term service delivery throughout the province.
- 21 DIRECTOR, HEALTH ECONOMICS AND STATISTICS BRANCH—Responsible for initiating, administering and coordinating policy oriented health economics research and statistical data gathering activities for the department, participating in the formulation and assessment of department policy for health care delivery and health resources deployment, the branch acting as a focal point for federal/provincial and interprovincial coordination of health economics research.
- 22 DIRECTOR, MANAGEMENT INFORMATION DEVELOPMENT BRANCH—Responsible for management information systems design and development, the approval of institutional systems proposals and the coordination of interprovincial information exchange.
- 23 DIRECTOR, PROGRAM REVIEW AND EVALUATION BRANCH—Responsible for an overall review and documentation of health programs funded by the department, ensuring that each new program is evaluated, and for the evaluation of internal departmental programs and selected existing institutional programs.
- 24 DIRECTOR, RESEARCH AND STRATEGIC PLANNING BRANCH—Responsible for conducting research, identifying long term program strategy and developing policy options for the province's institutional health care.

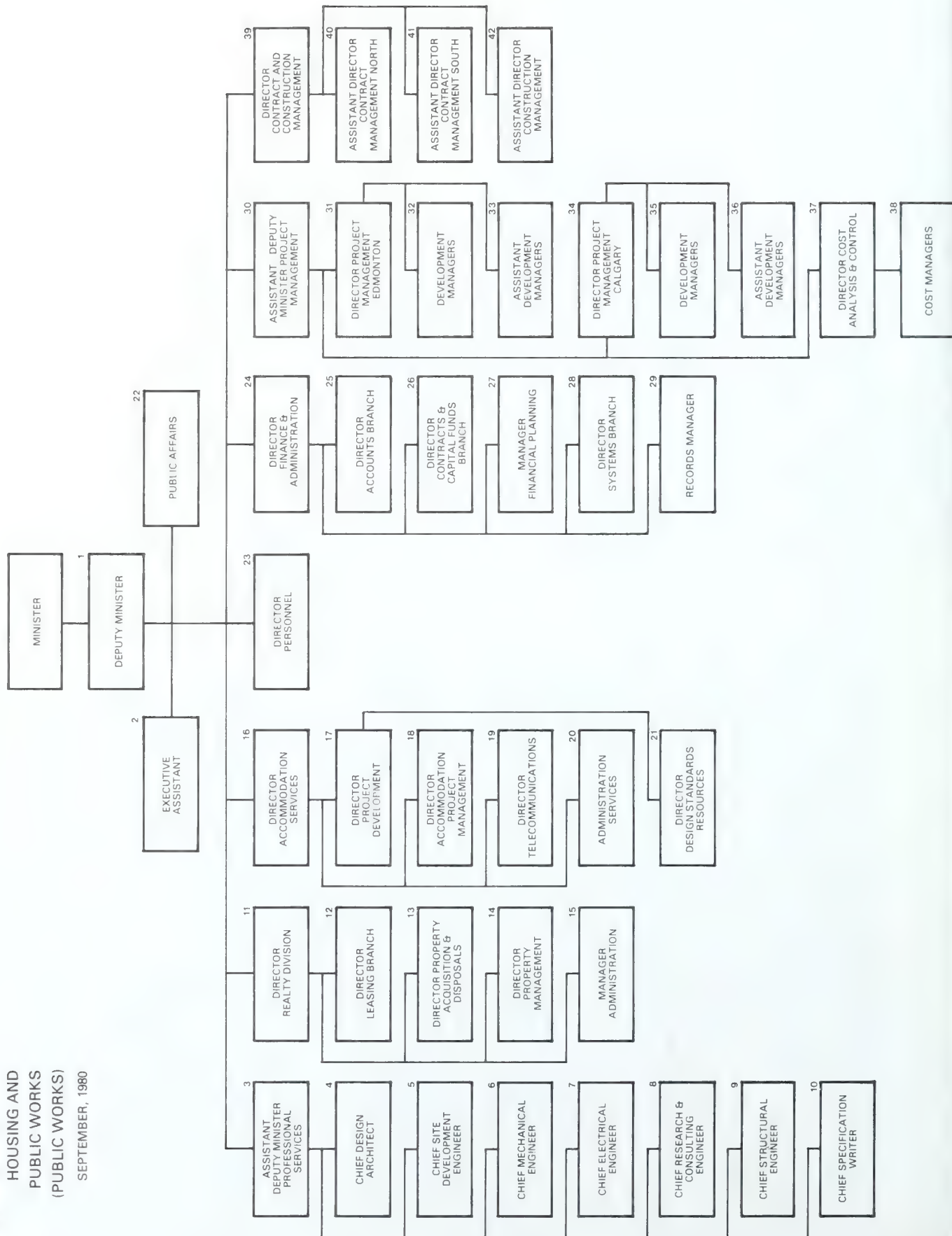


- 1 DEPUTY MINISTER—Responsible for the administration, coordination, and control of all line and staff personnel, and functions as board member of the Alberta Housing Corporation and Alberta Home Mortgage Corporation.
- 2 ASSISTANT DEPUTY MINISTER, POLICY AND PLANNING DIVISION—Responsible for the direction and coordination of the various specialized functions ascribed to the four integral branches of the Policy and Planning Division.
- 3 DIRECTOR, MARKET AND ECONOMIC ANALYSIS BRANCH—Responsible for providing a statistical information and forecast network to facilitate research for the division.
- 4 DIRECTOR, POLICY AND PROGRAM DEVELOPMENT BRANCH—Responsible for the conceptualization and development of new policies and programs, together with the discretionary amendment of existing commitment on all programs.
- 5 DIRECTOR, PLANNING AND RESEARCH BRANCH—Responsible for the monitoring of the housing market force, determining and recommending long term programs to maintain balance between supply and demand on all types of housing in Alberta.
- 6 DIRECTOR, PERSONNEL—Responsible for the organization and administration of the personnel program and for providing consultant services to departmental management and staff.
- 7 DIRECTOR, ADMINISTRATION BRANCH—Responsible for general administration, including budget preparation and monitoring of the Policy and Planning Division and the Housing Grants Assistance Division, and for the implementation of the Summer Temporary Employment Program and Priority Employment Program.
- 8 DIRECTOR, FINANCE AND ADMINISTRATION—Directs and coordinates departmental administrative services, including accounts, contracts, administrative and support services.
- 9 EXECUTIVE DIRECTOR, GRANTS DIVISION—Responsible for supervision, coordination, and implementation of all housing assistance programs.
- 10 DIRECTOR, SENIOR CITIZENS HOUSING BRANCH—Responsible for the coordination and implementation of the Senior Citizens' Home Improvement Program, Alberta Pioneers' Repair Program and the Handicapped Assistance Program.
- 11 DIRECTOR, N.I.P. BRANCH—Responsible for the development and implementation of the Community Services Program, and the Home Conversion Program.
- 12 DIRECTOR, CO-OP HOUSING BRANCH—Responsible for the coordination and counselling of all self housing programs in the province and the Rural and Native Housing Program.
- 13 DIRECTOR, RURAL HOME ASSISTANCE BRANCH—Responsible for coordination and implementation of the Rural Home Assistance Programs in the isolated communities and Metis settlements, and the Housing Repair Program.
- 14 DIRECTOR, MUNICIPAL HOUSING BRANCH—Responsible for the Alberta Municipal Housing Incentive Program, the Senior Citizen Lodge Assistance Program, the Senior Citizen Unique Homes Program, and the Innovative Housing Grant Program.



## HOUSING AND PUBLIC WORKS (PUBLIC WORKS)

SEPTEMBER, 1980





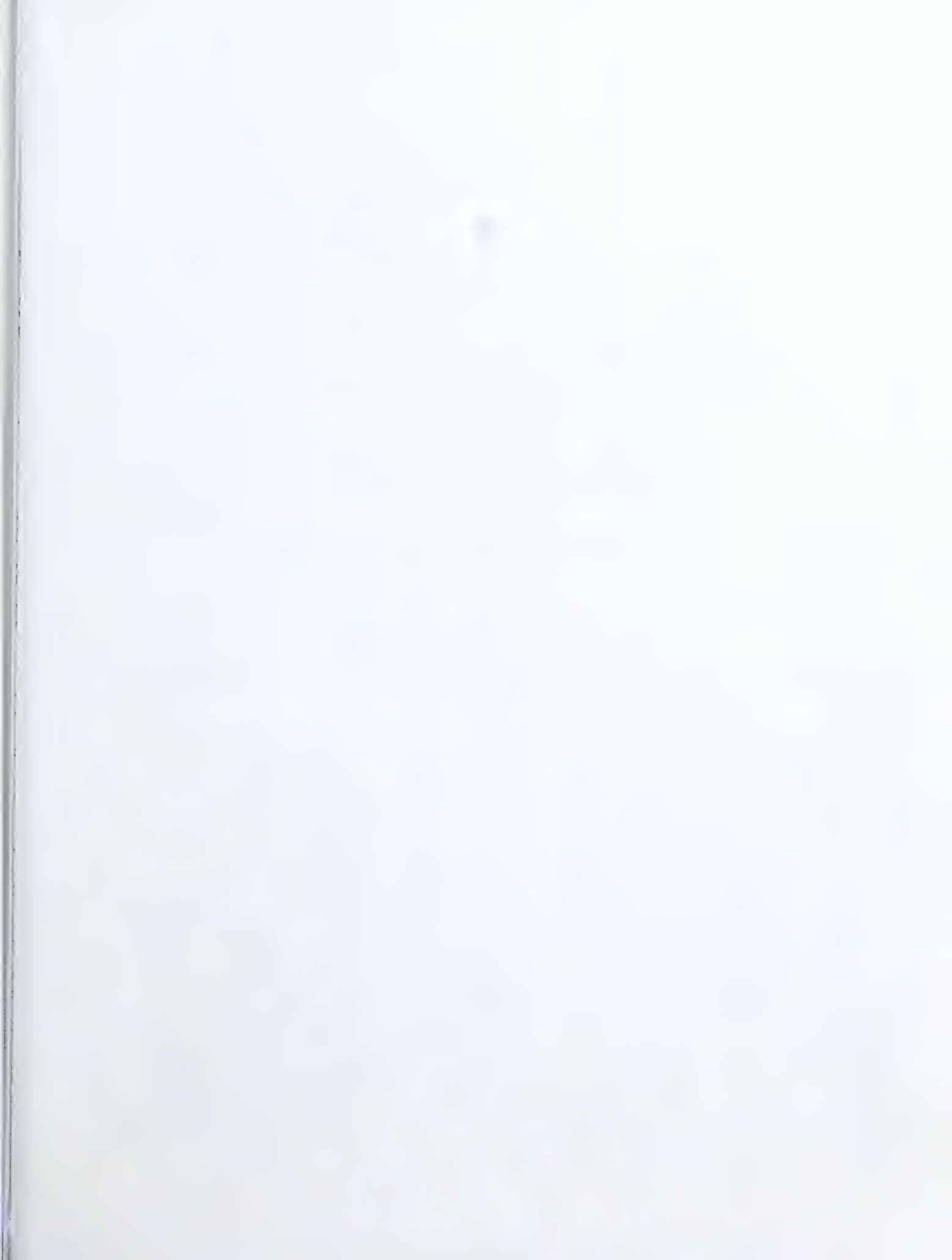
# DEPARTMENT OF HOUSING AND PUBLIC WORKS (PUBLIC WORKS)

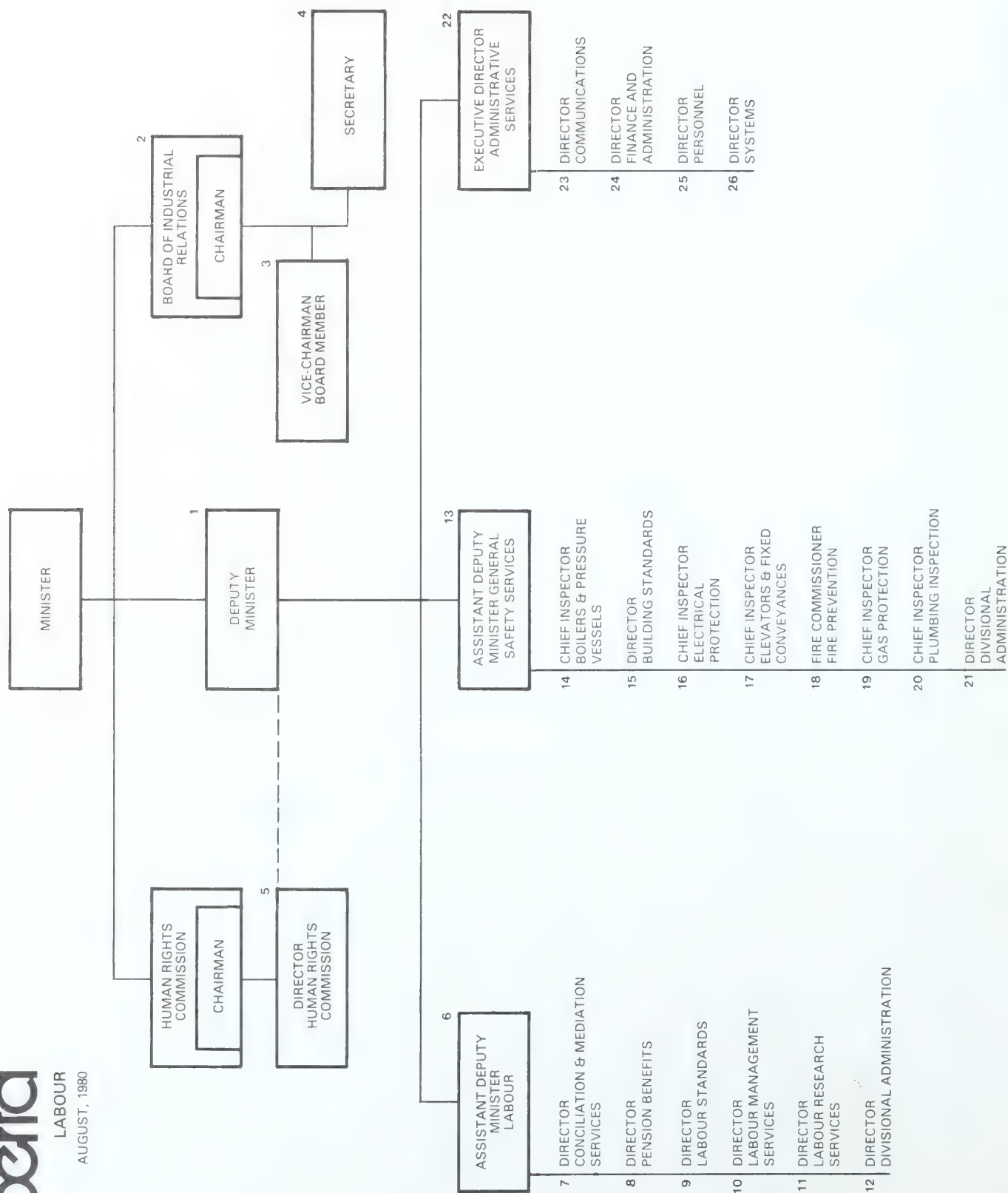
FUNCTIONAL STATEMENTS—SEPTEMBER, 1980

- 1 DEPUTY MINISTER—Responsible for the administration, coordination and control of all line and staff functions within the Public Works portion of the department.
- 2 EXECUTIVE ASSISTANT—Provides assistance and advice to the Deputy Minister in the administration of the department.
- 3 ASSISTANT DEPUTY MINISTER, PROFESSIONAL SERVICES—Responsible for organizing, coordinating, planning and implementing the activities of a multidisciplined engineering specialist and architectural design consultant service to the department.
- 4 CHIEF DESIGN ARCHITECT—Responsible for implementing and directing a program of architectural design.
- 5 CHIEF SITE DEVELOPMENT ENGINEER—Responsible for implementing and directing a program of site development for buildings, institutional sites, parks and municipalities.
- 6 CHIEF MECHANICAL ENGINEER—Responsible for implementing and directing a program of mechanical engineering design.
- 7 CHIEF ELECTRICAL ENGINEER—Responsible for implementing and directing a program of electrical engineering design.
- 8 CHIEF RESEARCH AND CONSULTING ENGINEER—Responsible for implementing and directing a program of research and energy conservation, and for providing highly specialized services in acoustics, specification writing and metric conversion.
- 9 CHIEF STRUCTURAL ENGINEER—Responsible for implementing and directing a program of structural engineering.
- 10 CHIEF SPECIFICATION WRITER—Responsible for the review and finalization of the specifications of all projects undertaken by the department.
- 11 DIRECTOR, REALTY DIVISION—Responsible for administration of realty services including the leasing, acquisition and disposal of real property and for administration of all government parking needs and verification and administration of grants in lieu of taxes to Alberta cities and municipalities.
- 12 DIRECTOR, LEASING BRANCH—Responsible for negotiation and administration for all provincial government requirements for leased office, warehouse and parking space, and for providing leasing resource services to government sponsored agencies as requested.
- 13 DIRECTOR, PROPERTY ACQUISITION AND DISPOSALS—Responsible for acquisition of sites for Public Works purposes and government sponsored groups, disposal of surplus Public Works properties, and grants in lieu of taxes verification.
- 14 DIRECTOR, PROPERTY MANAGEMENT—Responsible for ensuring that clients are serviced in their leased space in accordance with the terms and conditions of related lease agreements.
- 15 MANAGER, ADMINISTRATION—Responsible for administration of divisional budget, accounts payable, leases, parking and grants in lieu of taxes.

- 16 DIRECTOR, ACCOMMODATION SERVICES—Responsible for the organization and administration of five major areas, Project Implementation, Planning, Interior Design and Programming, Telecommunications and Administrative Services, and for the formulation and implementation of policies and standards relating thereto.
- 17 DIRECTOR, PROJECT DEVELOPMENT—Responsible for all accommodation project development from initial department request to completion of design.
- 18 DIRECTOR, ACCOMMODATION PROJECT MANAGEMENT—Responsible for the coordination and managing all accommodation projects from project approval to warranty inspection.
- 19 DIRECTOR, TELECOMMUNICATIONS—Responsible for the administration of all design, research, provision, control and consulting activities required to provide communication services for all user departments and agencies.
- 20 ADMINISTRATIVE SERVICES—Responsible for general office accommodation and furnishings, correlating and preparing divisional budget, and acting as controller for the division.
- 21 DIRECTOR, DESIGN STANDARDS AND RESOURCES—Responsible for the establishment and distribution of design and furniture standards and entitlements, providing design resource services as required.
- 22 PUBLIC AFFAIRS—Responsible for dissemination of information to non-governmental bodies on behalf of the department.
- 23 DIRECTOR, PERSONNEL—Responsible for the administration of personnel programs, and for providing a consultant service to departmental management and staff.
- 24 DIRECTOR, FINANCE AND ADMINISTRATION—Responsible for the development and implementation of financial management and control procedures, and for the provision of administrative and support services to the department.
- 25 DIRECTOR, ACCOUNTS BRANCH—Responsible for providing financial services to the department, including development and implementation of accounting policy and procedures and preparation of the annual budget.
- 26 DIRECTOR, CONTRACTS AND CAPITAL FUNDS BRANCH—Responsible for tendering and administration of contracts for construction and renovation projects, compilation of capital budget, and for the provision of printing, supplies, mail and messenger services.
- 27 MANAGER, FINANCIAL PLANNING—Responsible for management and coordination of the preparation and proposal of the departmental financial plans and for monitoring their execution.
- 28 DIRECTOR, SYSTEMS BRANCH—Responsible for designing and implementing programs of computer-based management information systems for data storage and retrieval.
- 29 RECORDS MANAGER—Responsible for the development and implementation of systems and procedures associated with the organization, maintenance and disposition of departmental records.

- 56 30 ASSISTANT DEPUTY MINISTER, PROJECT MANAGEMENT—Responsible for the coordination, planning and operations of the Project Management Division which includes Edmonton Project Management, Calgary Design and Development Branch, and the Edmonton and Calgary Contract and Construction Management Branches.
- 31 DIRECTOR, PROJECT MANAGEMENT—EDMONTON—Responsible for managing facility projects from client contact to facility completion through the utilization of consultants or in-house resources in the northern portion of the province.
- 32 DEVELOPMENT MANAGERS—Responsible for the provision of approved capital projects for assigned departments or Crown agencies.
- 33 ASSISTANT DEVELOPMENT MANAGERS—Responsible to Development Managers in assigned individual, large and complex projects.
- 34 DIRECTOR, PROJECT MANAGEMENT—CALGARY—Responsible for managing facility projects from client contact to facility completion through the utilization of consultants or in-house resources in the southern portion of the province.
- 35 DEVELOPMENT MANAGERS—Responsible for the provision of approved capital projects for assigned departments or Crown agencies.
- 36 ASSISTANT DEVELOPMENT MANAGERS—Responsible to Development Managers in assigned individual, large and complex projects.
- 37 DIRECTOR, COST ANALYSIS AND CONTROL—Responsible for the integration and functional supervision of cost planning and control procedures for projects included in the department's capital construction program.
- 38 COST MANAGERS—Responsible for the cost management function including the direction, coordination and management of cost consultants.
- 39 DIRECTOR, CONTRACT AND CONSTRUCTION MANAGEMENT—Responsible for the contract and construction management of capital projects under development within the department.
- 40 ASSISTANT DIRECTOR, CONTRACT MANAGEMENT - NORTH—Responsible for the provision of contract management services on lump sum capital projects located in northern half of the province.
- 41 ASSISTANT DIRECTOR, CONTRACT MANAGEMENT - SOUTH—Responsible for provision of contract management services on lump sum capital projects located in southern half of the province.
- 42 ASSISTANT DIRECTOR, CONSTRUCTION MANAGEMENT—Responsible for provision of construction management services on all phased capital projects.





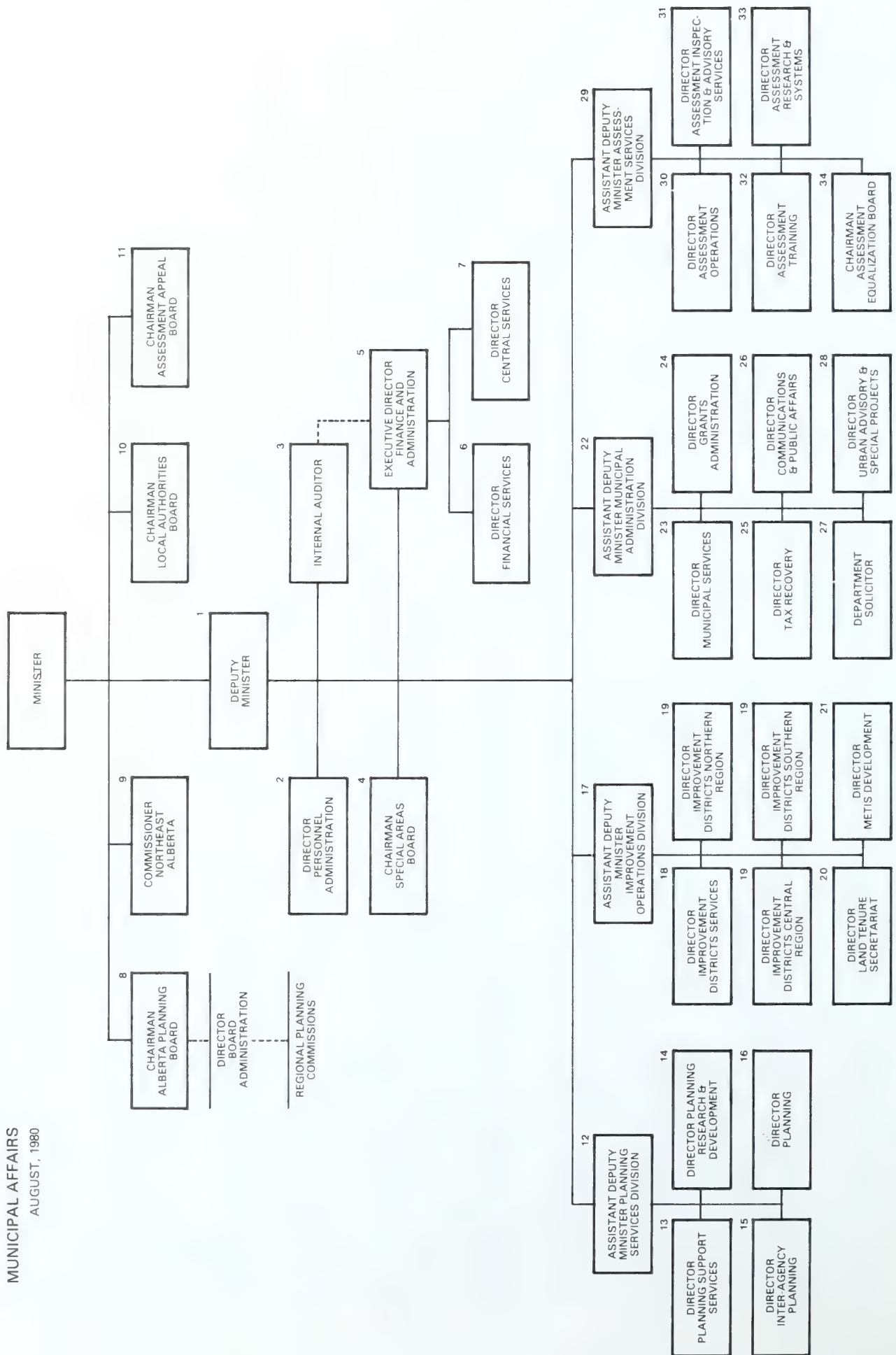


## DEPARTMENT OF LABOUR

FUNCTIONAL STATEMENTS—AUGUST, 1980

- 15 DIRECTOR, BUILDING STANDARDS—Responsible for the administration and enforcement of the Alberta Uniform Building Standards Act and pursuant regulations.
- 16 CHIEF INSPECTOR, ELECTRICAL PROTECTION—Develops and applies safety standards and regulations governing the installation and maintenance of materials and equipment required in the generation, distribution and utilization of electricity.
- 17 CHIEF INSPECTOR, ELEVATORS AND FIXED CONVEYANCES—Administers the Elevators and Fixed Conveyances Act and regulations which provide for the safe design, construction, installation and operation of elevators and fixed conveyances.
- 18 FIRE COMMISSIONER, FIRE PREVENTION—Coordinates the activities of the branch to prevent loss of life and destruction of property caused by uncontrolled fire.
- 19 CHIEF INSPECTOR, GAS PROTECTION—Administers the Gas Protection Act regarding safety in the installation, transmission, distribution, supply and use of gas.
- 20 CHIEF INSPECTOR, PLUMBING INSPECTION—Administers the Plumbing and Drainage Act and regulations relative to the installation and safety of materials and equipment in plumbing systems.
- 21 DIRECTOR, DIVISIONAL ADMINISTRATION—Responsible for the coordination of divisional administrative policies and procedures.
- 22 EXECUTIVE DIRECTOR, ADMINISTRATIVE SERVICES—Responsible for the overall planning, direction and coordination of department financial, administrative, personnel, systems and communications services.
- 23 DIRECTOR, COMMUNICATIONS—Responsible for coordinating all public relations, advertising, information services, printing, audio-visual productions and other related requirements of the department.
- 24 DIRECTOR, FINANCE AND ADMINISTRATION—Responsible for the planning, development and administration of policies and procedures for accounting, financial control, budgeting, inventory, space, and other financial and administrative matters.
- 25 DIRECTOR, PERSONNEL—Responsible for the planning, development, implementation and administration of departmental personnel services.
- 26 DIRECTOR, SYSTEMS—Responsible for the planning, development, implementation and maintenance of all departmental management information systems.

- 1 DEPUTY MINISTER—Acts as chief executive officer and is responsible for the administration, coordination and control of all line and staff functions within the department.
- 2 CHAIRMAN, BOARD OF INDUSTRIAL RELATIONS—Responsible for entitlements, rights and privileges available to public and organizations as set out in the Alberta Labour Act, directs the board through its decision making process, advises management, unions and government in matters of labour relations, and is responsible for all policy, practice and application of board matters.
- 3 VICE-CHAIRMAN/BOARD MEMBER—Chairs board hearings, directs the board through its decision making process, and is responsible for development and application of all board policy and practices.
- 4 SECRETARY—Administers the staff of the board, liaises with the public, organized labour and industry regarding the board's activities and policies, provides assistance to the board, advises the government and other jurisdictions in matters relating to the board, and is responsible for processing of applications brought before the board.
- 5 DIRECTOR, HUMAN RIGHTS COMMISSION—Responsible to the Chairman of the commission for the administration of educational and enforcement programs directed towards the ultimate elimination of prejudice and discrimination in Alberta.
- 6 ASSISTANT DEPUTY MINISTER, LABOUR—Administers programs designed to develop effective and responsible relationships between labour and management.
- 7 DIRECTOR, CONCILIATION AND MEDIATION SERVICES—Responsible for the supervision of conciliation and mediation services in collective bargaining dispute activities.
- 8 DIRECTOR, PENSION BENEFITS—Safeguards the rights of employees affected by pension plans through administration and enforcement of the Pension Benefits Act.
- 9 DIRECTOR, LABOUR STANDARDS—Administers and directs investigations, general inspections and prosecutions under the Labour Standards part of the Alberta Labour Act, and the Industrial Wages and Security Act.
- 10 DIRECTOR, LABOUR MANAGEMENT SERVICES—Responsible for programs designed to improve labour management relationships in Alberta.
- 11 DIRECTOR, LABOUR RESEARCH SERVICES—Coordinates research, and is responsible for the collection and dissemination of information pertinent to departmental activities in the labour relations field.
- 12 DIRECTOR, DIVISIONAL ADMINISTRATION—Responsible for the coordination and development of divisional administrative policies and procedures.
- 13 ASSISTANT DEPUTY MINISTER, GENERAL SAFETY SERVICES—Responsible for the administration, control and coordination of safety inspectional and educational services provided by the division.
- 14 CHIEF INSPECTOR, BOILERS AND PRESSURE VESSELS—Administers the Boilers and Pressure Vessels Act and regulations which provide for the safe design, construction, installation and operation of boilers and pressure vessels.





- 1 DEPUTY MINISTER—Acts as the chief executive officer and is responsible for the administration, coordination and control of all line and staff functions within the department.
- 2 DIRECTOR, PERSONNEL ADMINISTRATION—Responsible for the administration of the personnel program, providing personnel consultant services to departmental management, and advising and guiding all departmental employees on personnel matters.
- 3 INTERNAL AUDITOR—Establishes and carries out an audit program to determine that internal control systems of the department exist with respect to each fund, to ensure that consistent accounting practices are being applied, and to ensure that operational efficiency, economy and effectiveness is evident in all departmental operations.
- 4 CHAIRMAN, SPECIAL AREAS BOARD—Provides complete local government services for Special Areas including taxation, licenses, permits, leases, local works and improvements.
- 5 EXECUTIVE DIRECTOR, FINANCE AND ADMINISTRATION—Provides centralized administrative services to the department including the development of a financial advisory, budgeting and accounting service, internal audit, and a taxation service for Improvement Districts and Special Areas.
- 6 DIRECTOR, FINANCIAL SERVICES—Responsible for the administration of department accounting and financial reporting, financial management and information system, cash receiving and disbursements, budgeting, financial planning and control, purchasing, and ratepayers property taxation accounts.
- 7 DIRECTOR, CENTRAL SERVICES—Responsible for the administration of departmental electronic data processing, support services, records management and library.
- 8 CHAIRMAN, ALBERTA PLANNING BOARD—Interdepartmental in composition and appointed by Order-in-Council, the board has an administrative role for planning policies, in the administration of the Planning Act and in Regional Planning activities, and a quasi-judicial role when hearing and rendering decisions in the subdivision of land.
- 9 COMMISSIONER, NORTHEAST ALBERTA—Initiates or organizes the development of plans and programs for the provision of municipal, educational, health, transportation, communications and other governmental or public services, facilities and accommodation for the residents of the region, coordinates the programs and services of government departments and agencies in the region, and carries out special projects assigned by the Lieutenant Governor-in-Council or the Minister.
- 10 CHAIRMAN, LOCAL AUTHORITIES BOARD—Has the responsibility to approve all debenture issues of municipalities and school authorities, receives and holds hearings on all applications by municipalities and private owners for the annexation of land to cities, towns, villages and other municipalities, and makes recommendations thereon to the Executive Council.
- 11 CHAIRMAN, ASSESSMENT APPEAL BOARD—Heads a quasi-judicial tribunal hearing appeals and rendering decisions with respect to property valuations made to establish equitable bases for the taxing authorities within the province.
- 12 ASSISTANT DEPUTY MINISTER, PLANNING SERVICES DIVISION—Provides overall direction for professional planning services including province-wide planning

research, advisory services to Regional Planning Commissions and the delivery of planning services to areas outside the Regional Planning Commission.

13 DIRECTOR, PLANNING SUPPORT SERVICES—Provides administrative support, land use mapping, graphics, engineering services and other planning related technical support for the planning elements of the organization.

14 DIRECTOR, PLANNING, RESEARCH AND DEVELOPMENT—Undertakes planning research, formulates provincial policy recommendations respecting planning and development, and provides specialized planning research for Planning Services Division and other government departments.

15 DIRECTOR, INTER-AGENCY PLANNING—Provides planning advisory services to Regional Planning Commissions and government agencies, conducts multi-disciplinary planning projects requiring inter-departmental coordination, and arranges planning seminars and conferences.

16 DIRECTOR, PLANNING—Provides planning services to areas outside of Regional Planning Commissions' jurisdiction such as subdivision and application processing, by-law preparation and amendments, special planning areas, municipal and regional planning advisory services.

17 ASSISTANT DEPUTY MINISTER, IMPROVEMENT DISTRICTS OPERATIONS DIVISION—Provides local government services for Improvement Districts throughout the province, and administers the Land Tenure and Metis Development programs.

18 DIRECTOR, IMPROVEMENT DISTRICTS SERVICES—Responsible for providing financial, administrative, assessment and program services to Improvement Districts, Land Tenure and Metis Settlements and for liaison with other departments and Agencies regarding programs, services, grants and other financial support.

19 REGIONAL DIRECTORS, IMPROVEMENT DISTRICTS—Supervise the Improvement Districts managers within three regions of the province, liaise with other departments at the field level to obtain maximum support for programs and services, promote incorporation and develop policy.

20 DIRECTOR, LAND TENURE SECRETARIAT—Assists residents to obtain land tenure in selected unorganized communities within the northern Green Zone and provides relevant educational programs.

21 DIRECTOR, METIS DEVELOPMENT—Administers eight Metis settlement areas to develop and improve physical, social and recreational services and facilities.

22 ASSISTANT DEPUTY MINISTER, MUNICIPAL ADMINISTRATION DIVISION—Assists organized local governments to effectively and economically meet the needs of their citizens through the provisions of grants and subsidies, counselling and advisory services, tax recovery services, legislation review, research and special studies, and communications.

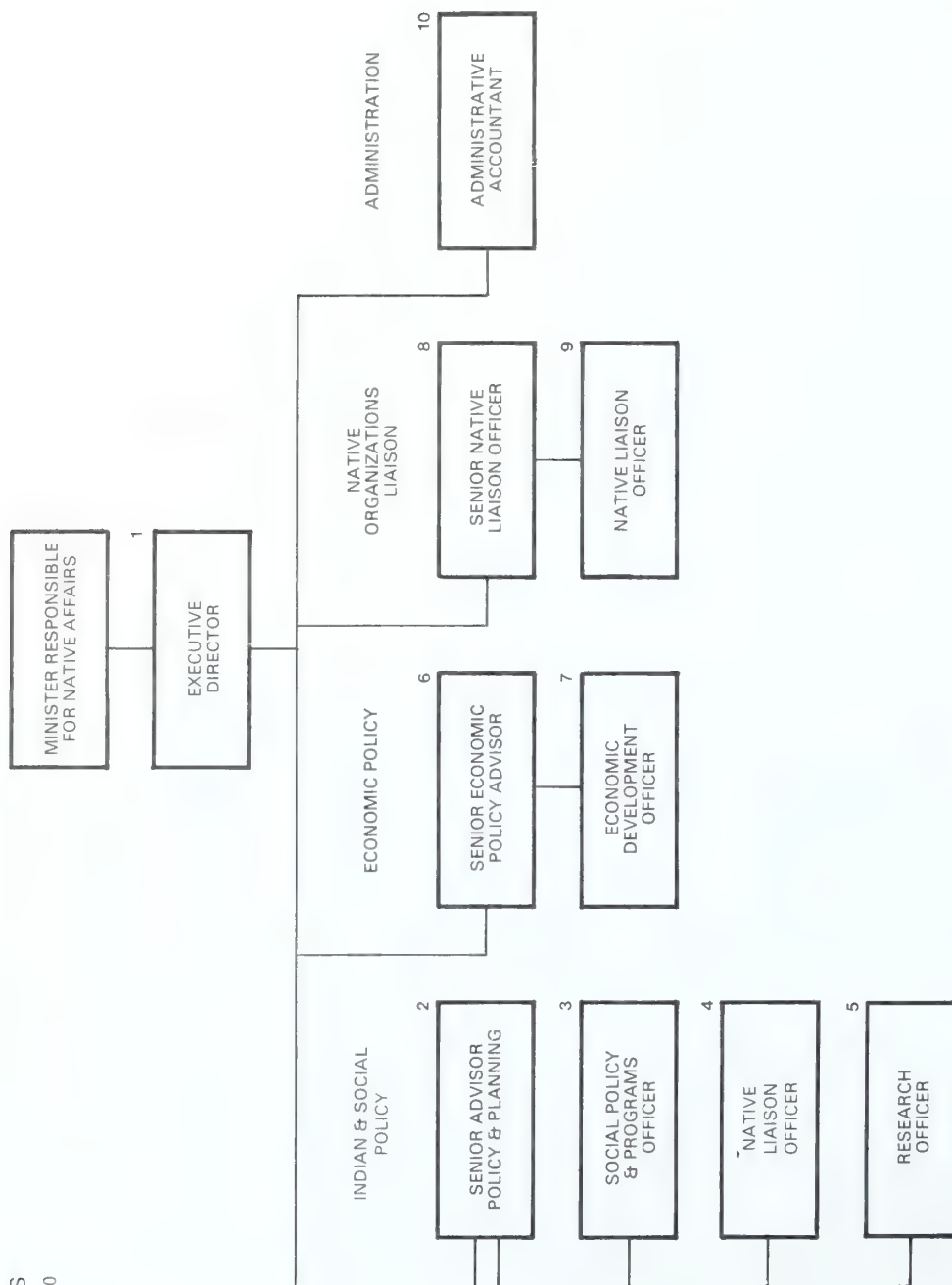
23 DIRECTOR, MUNICIPAL SERVICES—Monitors municipal government operations for conformance to enabling legislation, provides municipal advisory and consulting services to municipalities, government departments and the general public, and gathers and publishes statistical data relating to municipal operations.

24 DIRECTOR, GRANTS ADMINISTRATION—Administers the homeowners' and renters' grants provided to citizens of Alberta, and the municipal assistance and shared grants to local municipal governments.

- 62 25 DIRECTOR, TAX RECOVERY —Examines conditions pertaining to tax forfeiture, tax eviction and other real property tax problems while ensuring the the rights of citizens and governments are upheld.
- 26 DIRECTOR, COMMUNICATIONS AND PUBLIC AFFAIRS —Handles public relations needs of the department, promotes and makes known the policies, services and programs of Alberta Municipal Affairs, and provides a liaison office between the public and the department.
- 27 DEPARTMENT SOLICITOR —Represents the department on all legal matters, interprets legislation, drafts all legal documents, and provides legal advice.
- 28 DIRECTOR, URBAN ADVISORY AND SPECIAL PROJECTS —Acts as a liaison with other departments to consolidate and analyse information on policies and programs affecting urban areas, conducts research and prepares reports on urban policy, and undertakes other projects referred by the Minister or Deputy Minister.
- 29 ASSISTANT DEPUTY MINISTER, ASSESSMENT SERVICES DIVISION —Responsible for the overall direction of equitable assessments throughout the province, providing staff to complete assessments when requested and providing inspections and advisory services to municipalities and assessors, and for training assessors and preparing the assessment manual.
- 30 DIRECTOR, ASSESSMENT OPERATIONS —Provides real property assessment services including industrial and electric power and pipe line assessments for local governments and other provincial agencies.
- 31 DIRECTOR, ASSESSMENT INSPECTION AND ADVISORY SERVICES —Assists and guides assessors to ensure a uniform standard of property assessment throughout Alberta, investigates assessment complaints and advises on assessment matters.
- 32 DIRECTOR, ASSESSMENT TRAINING —Administers a diversified program of educational services for provincial and municipal staffs engaged in property evaluation.
- 33 DIRECTOR, ASSESSMENT RESEARCH AND SYSTEMS —Conducts research and develops assessment standards which are published in the Alberta assessment manual.
- 34 CHAIRMAN, ASSESSMENT EQUALIZATION BOARD —Determines assessment on an equalized basis among all municipal governments, Improvement Districts and Special Areas.







1 **EXECUTIVE DIRECTOR**—Overall responsibility for establishment of operating policy, coordination and direction of staff responsibilities, administration of secretariat activities, and direct involvement and liaison with Minister and with chief executive officers of other government departments, boards, agencies and commissions.

2 **SENIOR ADVISOR, POLICY AND PLANNING**—Primary responsibility for relating to and analysing social policy of Alberta departments as it relates to Native people in Alberta and directs secretariat involvement relative to Indian policy matters such as services to Treaty Indians, land claims and the constitution.

3 **SOCIAL POLICY AND PROGRAMS OFFICER**—Monitors, assesses and makes recommendations regarding delivery of government social programs, with primary emphasis on such implementations in northern rural and isolated Native communities, by government departments and their agencies, and liaises with government officials responsible for program implementation and with representatives of Native organizations relative to such activities, providing coordination and advice to program officials in application of their programs in Native communities.

4 **NATIVE LIAISON OFFICER**—Identifies and provides research capacity concerning issues and matters regarding provision of services for Treaty Indians and in the general area of social programs for Native people, liaises with officials of government agencies and Native organizations concerning the above responsibilities, and undertakes specific assignments relative to Native people and justice system matters.

5 **RESEARCH OFFICER**—Manages information and research requirements for the Native Secretariat, identifies and provides research capacity relative to issues and matters concerning Indian and Native lands issues affecting the province, relates to senior officials of other departments concerning Native claims and Native land matters, and provides management support services to the Senior Officials Committee on Native Claims.

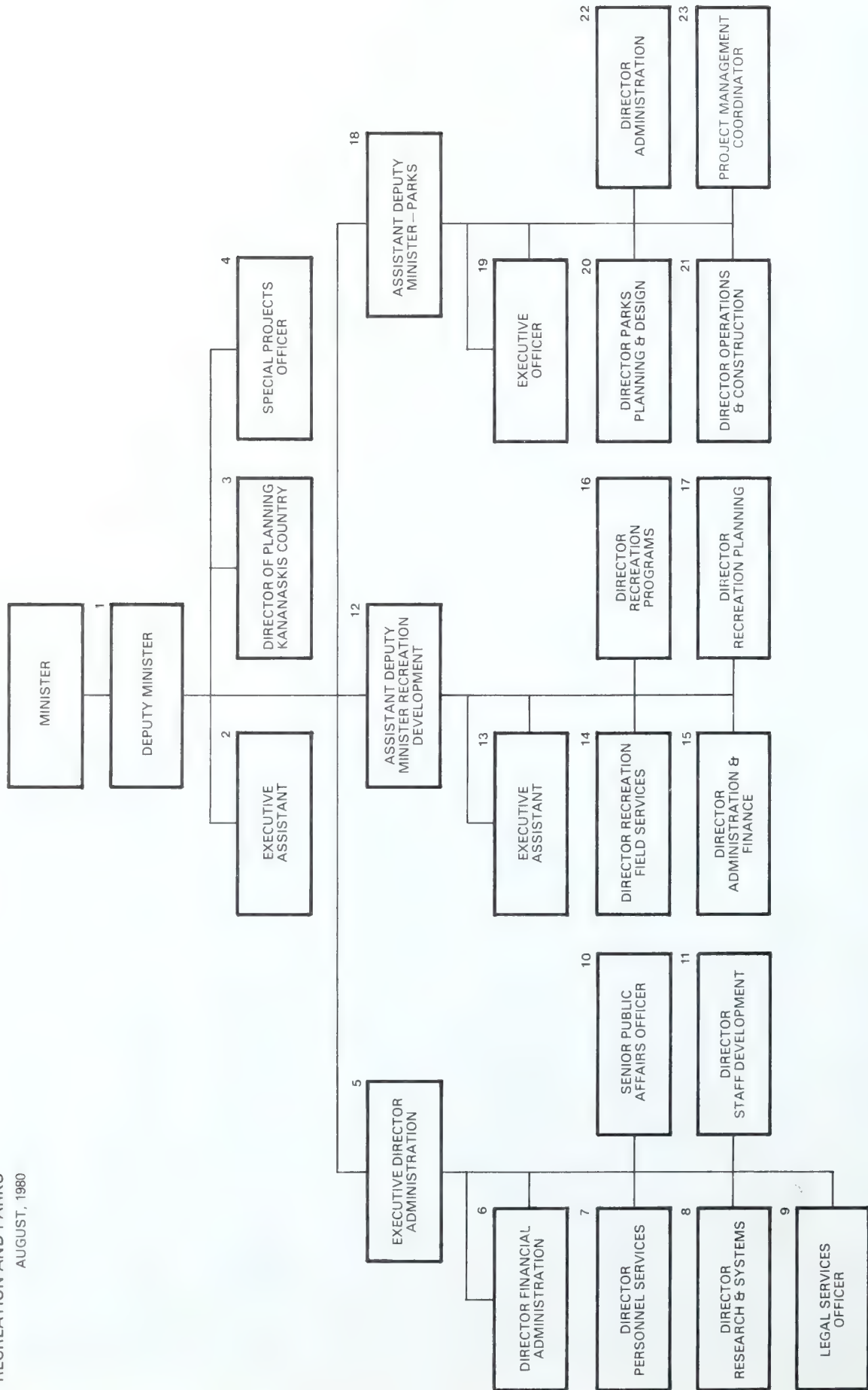
6 **SENIOR ECONOMIC POLICY ADVISOR**—Establishes and monitors policy development in the economic development sector with primary responsibility for relating to and analysing policy within Alberta departments and their related agencies as it relates to Native people, and coordinates secretariat involvement in addressing Native employment and business opportunities as associated with large scale resource developments in the province.

7 **ECONOMIC DEVELOPMENT OFFICER**—Initiates review and monitoring of existing private sector and government programs and services for Native business and employment opportunities, and liaises with Native representatives and government officials concerning this activity and provision of assistance to specific Native business concerns.

8 **SENIOR NATIVE LIAISON OFFICER**—Provides liaison with, advises and represents issues and needs relative to, Native organizations, represents the secretariat at general meetings of Native organizations, and monitors Native employment within the public service, as well as human rights policies and programs relevant to Native people.

9 **NATIVE LIAISON OFFICER**—Undertakes direct liaison with and coordination for project requests from Native Friendship Centres and coordinates secretariat involvement with the Urban Native Referral Program.

10 **ADMINISTRATIVE ACCOUNTANT**—Acts as controller and accountant relative to the administrative functions of budget preparation and control, purchasing and personnel, liaises with officials of Treasury, Government Services, Personnel Administration, and administrative officials of those Native organizations funded by the Native Secretariat, and is responsible for the financial aspects of the Minister's office.





# DEPARTMENT OF RECREATION AND PARKS

FUNCTIONAL STATEMENTS—AUGUST, 1980

1 DEPUTY MINISTER—Administers, coordinates and controls departmental functions including services to youth in the province, recreation services, provincial parks planning and operations, providing advice to the Minister on policies and programs.

2 EXECUTIVE ASSISTANT—Responsible for undertaking special assignments on management, organization and planning for the Deputy Minister and other special projects as assigned, and assisting in the coordination and administration of the Deputy Minister's Office.

3 DIRECTOR OF PLANNING, KANANASKIS COUNTRY—Directs, coordinates and manages the overall interdepartmental development planning and conceptual design programs and activities associated with implementing the Kananaskis Country Recreation Plan.

4 SPECIAL PROJECTS OFFICER—Responsible for carrying out special projects as assigned by the Deputy Minister and providing a youth liaison function between government and various youth agencies and organizations.

5 EXECUTIVE DIRECTOR, ADMINISTRATION—Responsible for the development and administration of a comprehensive support/delivery system for the programs and services of the department.

6 DIRECTOR, FINANCIAL ADMINISTRATION—Responsible for the administration and coordination of the financial services of the department, including program budgeting, revenue and disbursement accounting, and central services operations.

7 DIRECTOR, PERSONNEL SERVICES—Responsible for the development and administration of a personnel program to advise, assist and control personnel administration and transactions.

8 DIRECTOR, RESEARCH AND SYSTEMS—Responsible for the design, implementation and management of services related to research, management information, library and computer programs.

9 LEGAL SERVICES OFFICER—Responsible for the development and interpretation of legal documents and the administration of the department insurance program.

10 SENIOR PUBLIC AFFAIRS OFFICER—Responsible for a broad range of information and public relations functions for the department to assist officials in making known departmental objectives, programs and policies.

11 DIRECTOR, STAFF DEVELOPMENT—Responsible for the development and coordination of a Department Staff Development program, the provision of a staff development function to the Administration Division, and the provision of a training arm to the department administrative function.

12 ASSISTANT DEPUTY MINISTER, RECREATION DEVELOPMENT—Responsible for planning and policy formulation related to the provision of recreation services to municipalities, recreation boards and departments, voluntary agencies, institutions and associations at the local, regional and provincial level.

13 EXECUTIVE ASSISTANT—Responsible for undertaking various duties assigned by the Assistant Deputy Minister, Recreation Development.

67 14 DIRECTOR, RECREATION FIELD SERVICES—Responsible for the development

and administration of an effective, comprehensive delivery system for the programs and services of the division.

15 DIRECTOR, ADMINISTRATION AND FINANCE—Responsible for initiating, recommending and assessing the formulation, implementation and interpretation of all divisional administrative and fiscal policy and plans.

16 DIRECTOR, RECREATION PROGRAMS—Responsible for directing the administration, planning, policy formulation, evaluation and development of Community Recreation Services, Outdoor Recreation, Recreation Services to Special Groups, and Sports and Fitness sections.

17 DIRECTOR, RECREATION PLANNING—Responsible for providing the necessary planning resources for the orderly development of comprehensive recreation at the municipal, regional and provincial levels.

18 ASSISTANT DEPUTY MINISTER, PARKS—Directs a program of providing specific open spaces for outdoor recreation opportunities for Albertans and their visitors in accordance with the provisions of the Provincial Parks Act.

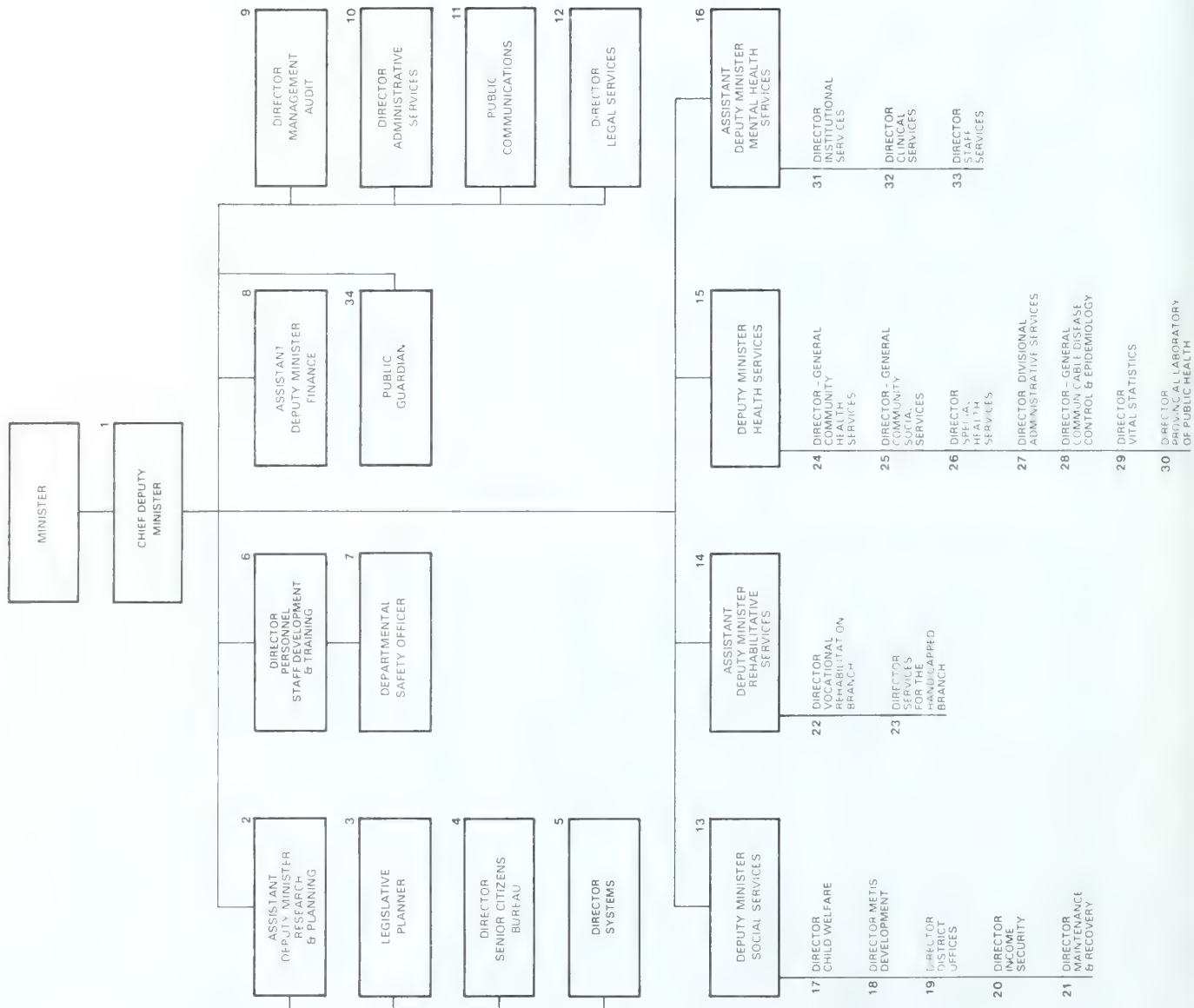
19 EXECUTIVE OFFICER—Responsible for parkland assembly and parkland disposition coordination and for administering municipal recreation grant programs, acting as Special Projects Officer for the division, including Public Participation Officer.

20 DIRECTOR, PARKS PLANNING AND DESIGN—Responsible for identifying the needs for parks and recreation lands, and formulating conceptual plans, master plans and designs for use of recreational resources, including a public interpretation educational program, through recreation land use planning.

21 DIRECTOR, OPERATIONS AND CONSTRUCTION—Responsible for formulating park operations, providing input on construction policies, coordinating implementation through field supervisors, and for all administration of leases and other dispositions within provincial park areas.

22 DIRECTOR, ADMINISTRATION—Responsible for the provision of division administrative support services in the areas of financial and personnel administration, coordination of public communications, legal servicing, systems development and program analysis.

23 PROJECT MANAGEMENT COORDINATOR—Responsible for the implementation of capital development for the upgrading of existing provincial parks and the initiation of new capital development for all outdoor open space recreation opportunities, and for liaison with Alberta Housing and Public Works on capital projects.





# DEPARTMENT OF SOCIAL SERVICES AND COMMUNITY HEALTH

FUNCTIONAL STATEMENTS—AUGUST, 1980

1 CHIEF DEPUTY MINISTER—Acts as chief executive officer of the department and is concerned with policy development and operations in social services, health services, mental health services and services to the handicapped.

2 ASSISTANT DEPUTY MINISTER, RESEARCH AND PLANNING—Provides a research and planning component for the department, including research into the various elements and program planning and development.

3 LEGISLATIVE PLANNER—Under the direction of the Assistant Deputy Minister, Research and Planning, develops legislation, Orders-in-Council and Ministerial Orders, and provides legal advice on complex matters.

4 DIRECTOR, SENIOR CITIZENS BUREAU—Responsible for providing information, consulting and coordinating service to government departments, to the senior citizens community and the public at large on aging programs and service for older people.

5 DIRECTOR, SYSTEMS—Directs the administration and implementation of the department's policies of systems development.

6 DIRECTOR, PERSONNEL, STAFF DEVELOPMENT AND TRAINING—Develops and administers a personnel program to advise, assist and control personnel plans and transactions including the staff development, training and manpower planning aspects of personnel.

7 DEPARTMENTAL SAFETY OFFICER—Responsible for the planning, developing, coordinating and monitoring of an occupational health and safety program.

8 ASSISTANT DEPUTY MINISTER, FINANCE—Provides centralized administrative services to the department, including the development of budgeting techniques and the operation of a centralized accounting division.

9 DIRECTOR, MANAGEMENT AUDIT—Responsible for the administration of the department's policies of the Management Audit Branch, which consists of internal management reviews and internal financial audits.

10 DIRECTOR, ADMINISTRATIVE SERVICES—Responsible for the administration of the department's policies of the Administrative Services Branch, which includes accommodation, materials and supplies, records management program and a wide variety of intradepartmental communication services.

11 PUBLIC COMMUNICATIONS—Provides public relations advice and information services to the department's divisions, and is responsible for coordinating media relations and advertising campaigns, and for producing audio-visual presentations and departmental publications.

12 DIRECTOR, LEGAL SERVICES—Drafts legislation, regulations and Orders-in-Council for the department, and gives legal advice and assistance in a variety of areas including contracts and child welfare proceedings.

13 DEPUTY MINISTER, SOCIAL SERVICES—Administers, coordinates and controls the division functions, including income security, child welfare, Metis development and maintenance and recovery.

69 14 ASSISTANT DEPUTY MINISTER, REHABILITATIVE SERVICES—Administers

and coordinates the development of a wide range of services for handicapped persons in Alberta.

15 DEPUTY MINISTER, HEALTH SERVICES—Administers divisional functions relating to health and social services of an essentially preventive nature and serves as Chairman, provincial Board of Public Health.

16 ASSISTANT DEPUTY MINISTER, MENTAL HEALTH SERVICES—Directs the provincial mental health programs which include two large psychiatric hospitals, several regional community mental health service centres and a number of homes and institutions and, in consultation with the Alberta Hospital Services Commission, reviews and approves alteration or expansion of psychiatric programs in general hospitals.

17 DIRECTOR, CHILD WELFARE—Provides for the care and protection of neglected and delinquent children who are wards of the Crown in suitable foster or adoptive homes or institutions, investigates cases of child neglect and supervises probation services to delinquent children, and is responsible for adoptions, services to unmarried mothers and services to handicapped children.

18 DIRECTOR, METIS DEVELOPMENT—Administers eight Metis settlement areas to develop and improve physical, social and recreational services and facilities, and administers school lunch program for children in predominantly Native schools.

19 DIRECTOR, DISTRICT OFFICES—Supervises the operation of the District Social Services offices through which the manpower and facilities are supplied to deliver the social services programs of the department.

20 DIRECTOR, INCOME SECURITY—Provides financial benefits through the Social Allowance Program, the Alberta Assured Income Plan, and the Assured Income for the Severely Handicapped to eligible persons, ensuring that all Albertans are guaranteed the basic necessities of life, provides health benefits to the aged through the Extended Health Benefits Program and operates residential facilities for adults needing either short or long-term care.

21 DIRECTOR, MAINTENANCE AND RECOVERY—Responsible for assisting mothers and children in obtaining maintenance payments from fathers or husbands, locates missing persons who have a payment obligation, collects maintenance from husbands of social allowance recipients, collects and enforces agreements and court orders, establishes liability of a putative father and pursues court action on behalf of the children of unmarried parents.

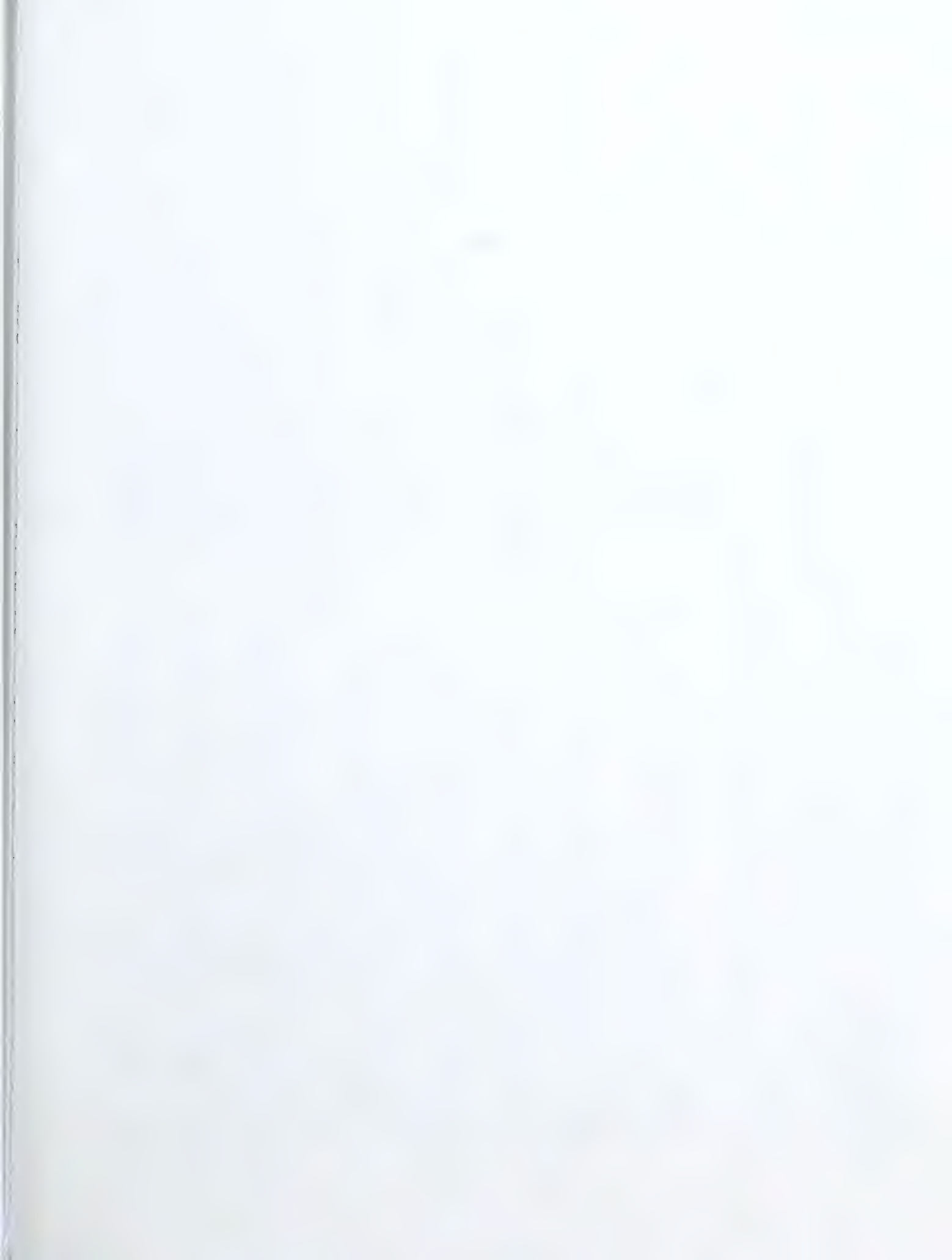
22 DIRECTOR, VOCATIONAL REHABILITATION BRANCH—Has overall responsibility for the planning, direction and coordination of vocational rehabilitation and employment services for adult persons in receipt of other services from the department.

23 DIRECTOR, SERVICES FOR THE HANDICAPPED BRANCH—Has overall responsibility for the provision of community services for mentally retarded and physically handicapped persons and the operation of institutions for the mentally retarded.

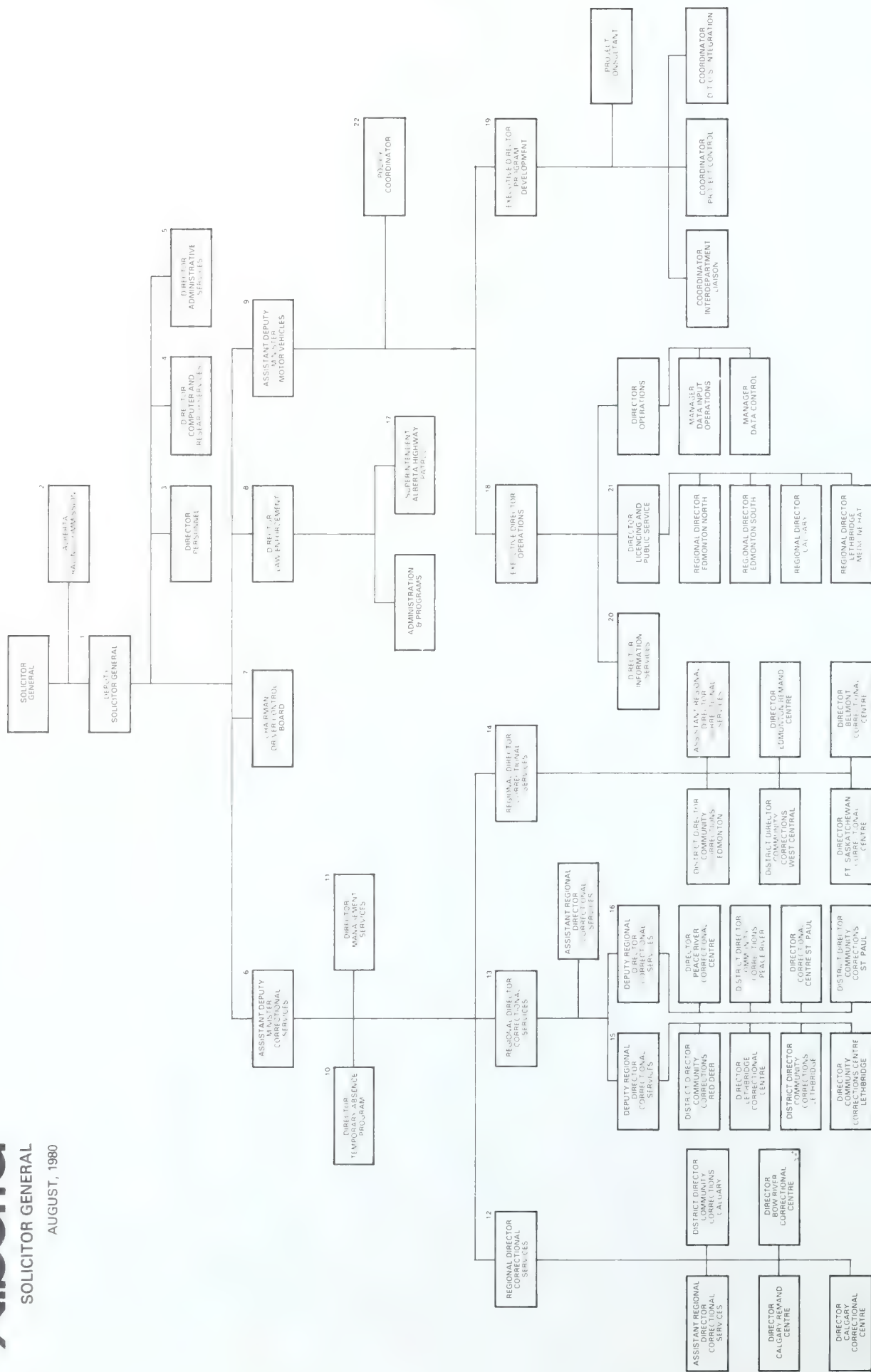
24 DIRECTOR-GENERAL, COMMUNITY HEALTH SERVICES—Responsible for planning, implementation, coordination and direction of community health programs delivered through local health authorities such as community health nursing, public health inspection, speech therapy, preventative dentistry, health promotion, nutrition counselling, family planning, home care and aids for the handicapped.

- 70 25 DIRECTOR-GENERAL, COMMUNITY SOCIAL SERVICES—Supervises and facilitates the orderly development and continuing improvement of social services of a preventive nature by working closely with municipalities in a consultative and leadership role, and by providing financial support in such programs as preventive social services, day care, social care facilities licensing and parent resources.
- 26 DIRECTOR, SPECIAL HEALTH SERVICES—Responsible for poison control services, the provision of research and evaluation services to the division, liaison with health occupations in such areas as the negotiation of service contracts, registration of nursing assistants and the provision of secretariat services to their boards, and consultation with regard to drugs and drug purchasing.
- 27 DIRECTOR, DIVISIONAL ADMINISTRATIVE SERVICES—Provides administrative, financial, personnel and information systems support to the other divisions.
- 28 DIRECTOR-GENERAL, COMMUNICABLE DISEASE CONTROL AND EPIDEMIOLOGY—Responsible for the coordination and monitoring of communicable disease control programs, including those for tuberculosis and venereal disease, consults with and advises local health authorities and other health care institutions, and acts as an information resource on all aspects of communicable disease control and prevention.
- 29 DIRECTOR, VITAL STATISTICS—Responsible for the collection and recording of all births, marriages and deaths occurring in the province, the provision of certificates as proof of these events, and the licensing of marriage commissioners and clergy to perform marriages.
- 30 DIRECTOR, PROVINCIAL LABORATORY OF PUBLIC HEALTH—Supplies diagnostic and public health microbiology services to local health authorities, hospitals and medical practitioners in the province, a program administered by the University of Alberta but funded by the department.
- 31 DIRECTOR, INSTITUTIONAL SERVICES—Responsible for the information and development of policies and program directives required to provide institutional treatment, rehabilitation and care for the mentally ill in two hospitals and three long term care centers.
- 32 DIRECTOR, CLINICAL SERVICES—Responsible for formulation and development of policies and program directives required to provide clinical diagnosis, treatment and rehabilitation services for the mentally ill via nine clinics, an assessment centre and numerous funded agencies.
- 33 DIRECTOR, STAFF SERVICES—Responsible for providing administrative and support services to the Division of Mental Health Services.
- 34 PUBLIC GUARDIAN—Responsible for the implementation and application of the Dependent Adults Act.





## AUGUST, 1980

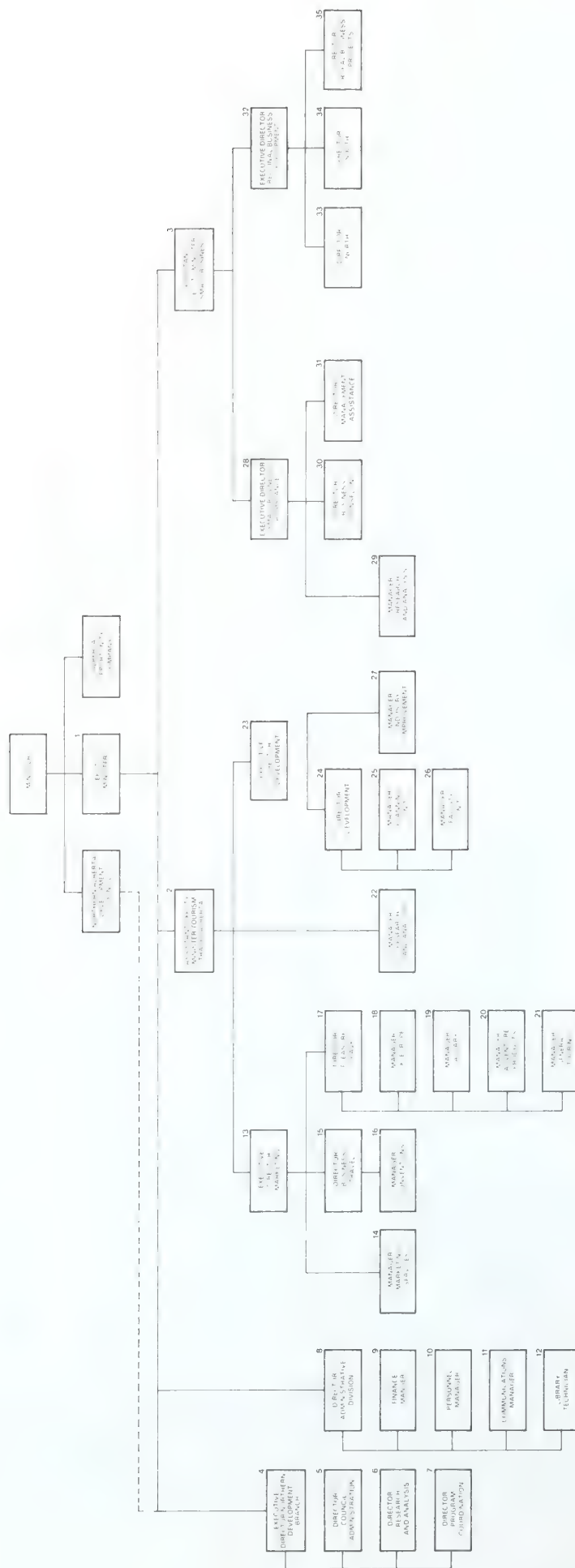


# DEPARTMENT OF THE SOLICITOR GENERAL

## FUNCTIONAL STATEMENTS—AUGUST, 1980

- 12 REGIONAL DIRECTORS, CORRECTIONAL SERVICES—Responsible for the day to day administration of all adult correctional programs within a geographic region in 14 the province.
- 15 DEPUTY REGIONAL DIRECTORS, CORRECTIONAL SERVICES—Responsible to a 16 Regional Director, Correctional Services for the day to day administration of adult correctional programs within a geographic sub-region in the province.
- 17 SUPERINTENDENT, ALBERTA HIGHWAY PATROL—Controls the enforcement of all acts and regulations pertaining to the use of public or commercial vehicles on provincial roads.
- 18 EXECUTIVE DIRECTOR, OPERATIONS—Responsible for the operation of programs intended to ensure the proper application of legislation and the management of data related to the licensing of motor vehicles and motor vehicle operators, and for the coordination of the vehicle and operator programs through a network of province-wide licensing and examination offices.
- 19 EXECUTIVE DIRECTOR, PROGRAM DEVELOPMENT—Responsible on a comprehensive program management basis for the planning and coordination of the major developments required by the Motor Vehicles Division which are of major strategic importance and have a broad and significant impact.
- 20 DIRECTOR, INFORMATION SERVICES—Responsible for coordinating all information correspondence, inventory and driver's abstracts related to the licensing of motor vehicles and motor vehicle operators.
- 21 DIRECTOR, LICENSING AND PUBLIC SERVICE—Administers the vehicle and operator programs through a network of province-wide licensing and examination offices.
- 22 POLICY COORDINATOR—Coordinates the review of and amendments to related Acts and Regulations, and acts as a liaison with other departments and jurisdictions.

- 1 DEPUTY SOLICITOR GENERAL—Functions as the permanent administrative head of the department, translating Ministerial policy relating to correctional services, law enforcement and the registration of motor vehicles and drivers into plans and programs aimed at preserving public order, protecting the rights and liberties of all individuals and assisting individuals to reach their maximum potential.
- 2 ALBERTA RACING COMMISSION—Responsible for governing, directing, controlling, and regulating all forms of horse racing in the province, the major portion of the commission's resources being utilized to supplement purses and encourage the breeding of better stock.
- 3 DIRECTOR, PERSONNEL—Coordinates and implements personnel programs within the department and acts as personnel consultant for the Deputy Minister and department managers in terms of interpretation, administration of regulations and policy development.
- 4 DIRECTOR, COMPUTER AND RESEARCH SERVICES—Directs the planning and use of computers within the department, acts as liaison between the department and the Computing and Systems Division, Alberta Government Services, and conducts research and statistical studies to supply reports and recommendations for senior officials in areas of departmental programs and policies.
- 5 DIRECTOR, ADMINISTRATIVE SERVICES—Provides centralized financial and administrative services to the department, including accounting, budgeting, financial management, space planning, material supplies, public affairs, legal services and other administrative services.
- 6 ASSISTANT DEPUTY MINISTER, CORRECTIONAL SERVICES—Responsible for the coordination, policy direction and administration of a multi-faceted institutional and community corrections system for adult offenders in Alberta.
- 7 CHAIRMAN, DRIVER CONTROL BOARD—Reviews drivers' records based on recommendations from judges or the Assistant Deputy Minister, Motor Vehicles, and may prescribe terms and conditions for the possession or suspension of an operator's licence and remedial education or treatment.
- 8 DIRECTOR, LAW ENFORCEMENT—Responsible for providing policy and program development consultation to the Minister, the Deputy, and senior police and municipal officials in the areas of crime prevention, standards of police service and police relations within the community, and for the coordination of departmental activities involving Alberta Highway Patrol, Firearms Control, Private Investigators and Security Guards.
- 9 ASSISTANT DEPUTY MINISTER, MOTOR VEHICLES—Responsible for the operation of the Motor Vehicles Division in formulating and implementing registration policy, registration and regulation of motor vehicles, and examination and certification of operators.
- 10 DIRECTOR, TEMPORARY ABSENCE PROGRAM—Responsible for the coordination of the early release program for inmates from provincial correctional institutions, including the approval of all temporary absences in excess of five days duration.
- 11 DIRECTOR, MANAGEMENT SERVICES—Responsible for the provision of management information and technical support to senior corrections officials and for assessing the program and planning needs within Correctional Services.





## DEPARTMENT OF TOURISM AND SMALL BUSINESS

FUNCTIONAL STATEMENTS—AUGUST, 1980

- 1 DEPUTY MINISTER—Administers, coordinates and controls the departmental functions including fostering the growth and viability of the tourism and small business sectors of the Alberta economy and enhancing regional economic development.
- 2 ASSISTANT DEPUTY MINISTER, TOURISM (TRAVEL ALBERTA)—Responsible for the development and management of programs designed to stimulate the balanced growth, productivity and diversification of the tourism industry in Alberta, services relating to which are developed and provided in close cooperation with other departments and agencies, particularly Recreation and Parks.
- 3 ASSISTANT DEPUTY MINISTER, SMALL BUSINESS—Responsible for the development and management of programs designed to stimulate balanced growth, economic performance and management techniques of Alberta small business, including helping communities prepare for industrial and business growth, services which are developed and provided in close cooperation with the Department of Economic Development and other agencies.
- 4 EXECUTIVE DIRECTOR, NORTHERN DEVELOPMENT BRANCH—Responsible for the planning, organization and implementation of a flexible northern development strategy through provision of administrative and technical support to the Northern Development Council, analysis of unique conditions of the region, monitoring of delivery of government programs, coordination of special gap-filling projects and coordination of Alberta North Agreement.
- 5 DIRECTOR, COUNCIL ADMINISTRATION—Responsible for provision of detailed administrative support to full-time Chairman of Northern Alberta Development Council, departmental liaison and follow-up to each brief submitted at council public meetings, coordination of background material for monthly meetings of council and for Selection Committee of the Student Bursary Program.
- 6 DIRECTOR, RESEARCH AND ANALYSIS—Responsible for global research of northern needs, program evaluations and the provision of research, planning, analysis and policy development as requested by the Northern Alberta Development Council and the department.
- 7 DIRECTOR, PROGRAM COORDINATION—Responsible for implementation and development of Alberta North Agreement, monitoring program delivery of all government programs within the Northern Alberta Development Council boundary and coordination of program delivery and gap-filling projects in specific instances.
- 8 DIRECTOR, ADMINISTRATION DIVISION—Coordinates the efforts of his subordinate managerial/professional/clerical staff to provide a complete range of support services to the department, ensures all administrative activities are in accordance with applicable legislation, regulations, and policies, and coordinates the issue of internal policy and procedure directives dealing with support service functions.
- 9 FINANCE MANAGER—Responsible for the administration and operation of accounting, budgeting and financial control systems.
- 10 PERSONNEL MANAGER—Assists and advises department managers in matters of staffing, position classification, staff development, employee relations, occupational health and safety, pay and benefits, and ensures conformance with personnel legislation, policies, procedures, regulations, and collective agreements.
- 11 COMMUNICATIONS MANAGER—Advises and assists department managers in providing information to the private and public sectors, is responsible for the dissemination of information relating to the department's policies, procedures and programs, and coordinates department advertising programs through the Public Affairs Bureau.
- 12 LIBRARY TECHNICIAN—Responsible for maintaining and improving a collection of resource materials such as books, periodicals and audio visual items, which relate to department activity.
- 13 EXECUTIVE DIRECTOR, MARKETING—Responsible for the development of marketing programs in accordance with the policies of the overall Travel Alberta marketing strategy.
- 14 MANAGER, MARKETING SERVICES—Responsible for servicing the Marketing Branch by the efficient distribution of Travel Alberta literature and the operation of Travel Alberta information centres, counselling and enquiry services, as well as the coordination of the development of literature required by the Marketing Branch.
- 15 DIRECTOR, BUSINESS TRAVEL—Responsible for the development of marketing programs to a selection of business travellers in conventions, incentive travel, industry tours, as well as pre and post convention tours.
- 16 MANAGER, CONVENTIONS—Responsible for the development and implementation of a marketing project to promote the Province of Alberta as a convention site to both intra and extra provincial associations and groups.
- 17 DIRECTOR, PLEASURE TRAVEL—Responsible for the development of marketing programs to those travellers who seek an experience in adventure touring, skiing or general sight seeing in the province.
- 18 MANAGER, UK/EUROPE—Responsible for the implementation and management of tourism sales programs and support services designed to meet objectives for the United Kingdom European market area of Travel Alberta.
- 19 MANAGER, CALGARY—Responsible as a regional office in Southern Alberta to represent and to implement programs and policies of Travel Alberta, to work in close conjunction with the Travel Industry Association of Alberta, act as senior representative on the Travel Alberta Zone Assistance Program Review Board, to act as spokesman and representative of Travel Alberta in a public relations role in Southern Alberta, and for the operation and maintenance of the Calgary office.
- 20 MANAGER, ADVENTURE PRODUCTS—Responsible for the development and implementation of a marketing project in trailriding, fly-fishing, country vacations and guest ranches, in conjunction with the private sector.
- 21 MANAGER, GENERAL TOURING—Responsible for the development and implementation of a general touring project encompassing four modes of transportation, rubber tired, bus, rail and air, with program priority of general touring to all parts of the province.
- 22 MANAGER, RESEARCH AND ANALYSIS—Responsible for the provision of statistical base to support tourism studies and programs and for the analysis of various components of the tourism plant to assist the Management Committee in policy recommendations.

35 DIRECTOR, RURAL BUSINESS PROJECTS—Responsible for the economic development of small communities in disadvantaged regions, the Alberta Industrial Land Assistance Program, economic planning in resource communities, and the implementation of the business and industrial standard of operation in the hospitality services industries.

76 23 EXECUTIVE DIRECTOR, DEVELOPMENT—Responsible for the development and directing of a comprehensive province-wide program in tourism destination area and site specific planning, facility and product development and the implementation, evaluation and improvement of tourism hospitality standards.

24 DIRECTOR, DEVELOPMENT—Responsible for the development of a destination program, site specific tourism planning, product development and the improvement of existing facilities in the province.

25 MANAGER, PLANNING UNIT—Responsible for long-range planning strategies and development and liaison with the private sector in the development of tourism facilities.

26 MANAGER, FACILITY UNIT—Responsible for specific site tourism planning, product development and liaison with the private sector in the development of tourism facilities.

27 MANAGER, INDUSTRY IMPROVEMENT—Responsible for the development and maintenance, in conjunction with the private sector, of facility standards in the tourism industry and the development of and the implementation of industry training programs in conjunction with private sector and other government departments.

28 EXECUTIVE DIRECTOR, SMALL BUSINESS ASSISTANCE BRANCH—Responsible for the planning, organization and implementation of an Alberta Small Business Development Program developed to increase the capabilities of small business, both in economic performance and in management techniques.

29 MANAGER, RESEARCH AND ANALYSIS—Provides coordination and direction for research and analysis activities to develop and maintain relevant information on small business and regional development necessary in formulation of policies, strategies and answers to enquiries to the division from program staff, senior executives or Cabinet Ministers.

30 DIRECTOR, BUSINESS COUNSELLING—Responsible for the day to day counselling assistance and team approach to small businessmen and entrepreneurs throughout Alberta, for liaison with other branch staff, other government departments and agencies in areas of common interest, and for evaluation of new programs to further assist small business development.

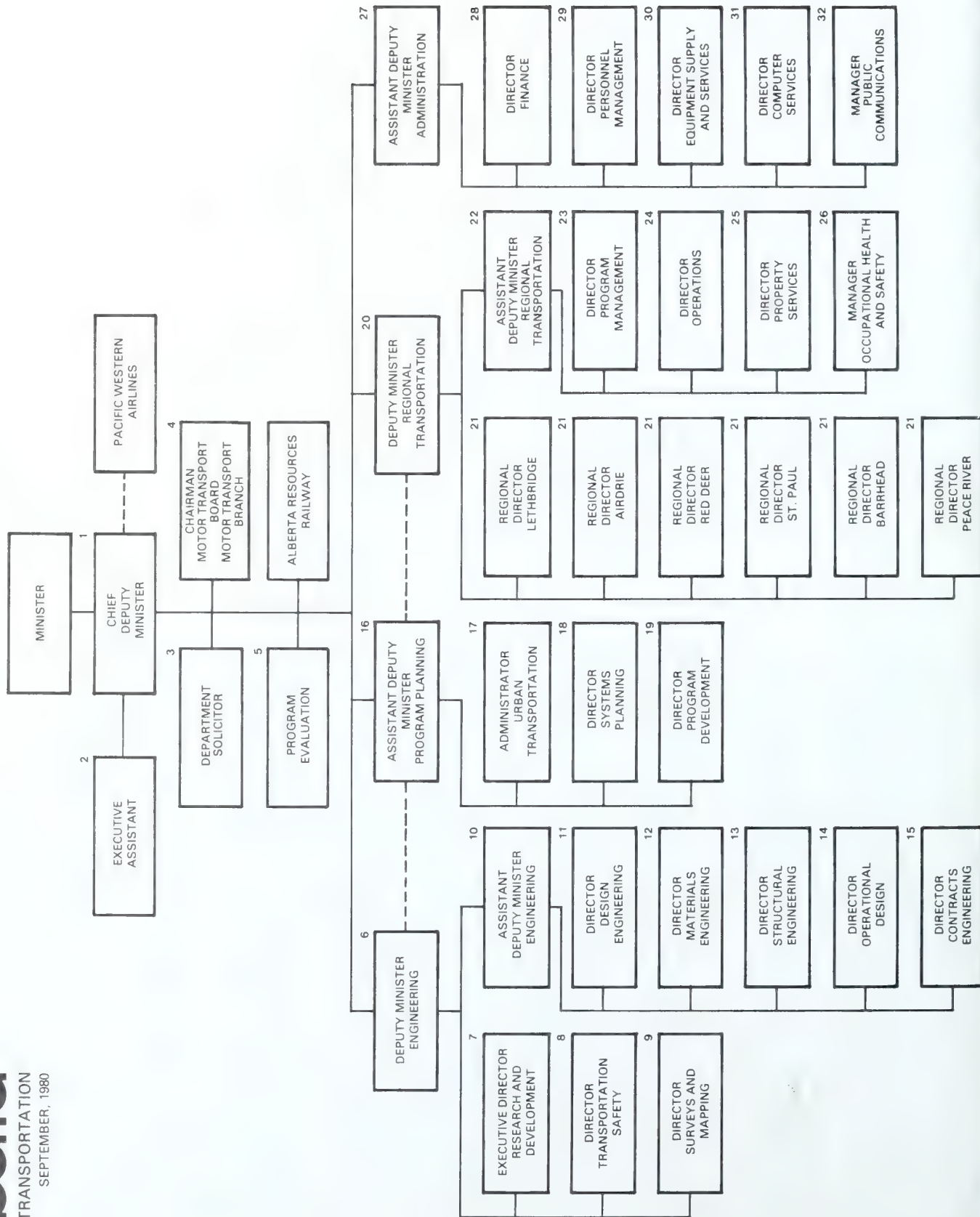
31 DIRECTOR, MANAGEMENT ASSISTANCE—Responsible for development and implementation of a positive action management improvement program for small business throughout Alberta, with emphasis on identifying new management techniques suitable for small business and introduction to acceptable support programs.

32 EXECUTIVE DIRECTOR, REGIONAL BUSINESS DEVELOPMENT—Responsible for the planning, organization and implementation of the province-wide regional business development program designed to enhance business development throughout all the regions of Alberta by maximizing community preparedness and business opportunities compatible with the resources within each region.

33 DIRECTORS, NORTH/SOUTH—Located in the Grande Prairie and Calgary offices  
34 of Tourism and Small Business, assist in development of objectives and strategic economic development plans, and are responsible for the effective implementation of the regional business development programs throughout Alberta by maximizing community preparedness and business opportunities compatible with the resources within each region, for the supervision and motivation of private business development representatives, and for discussions in respect of industrial and commercial expansion or entry into Alberta with executives of firms.









## DEPARTMENT OF TRANSPORTATION

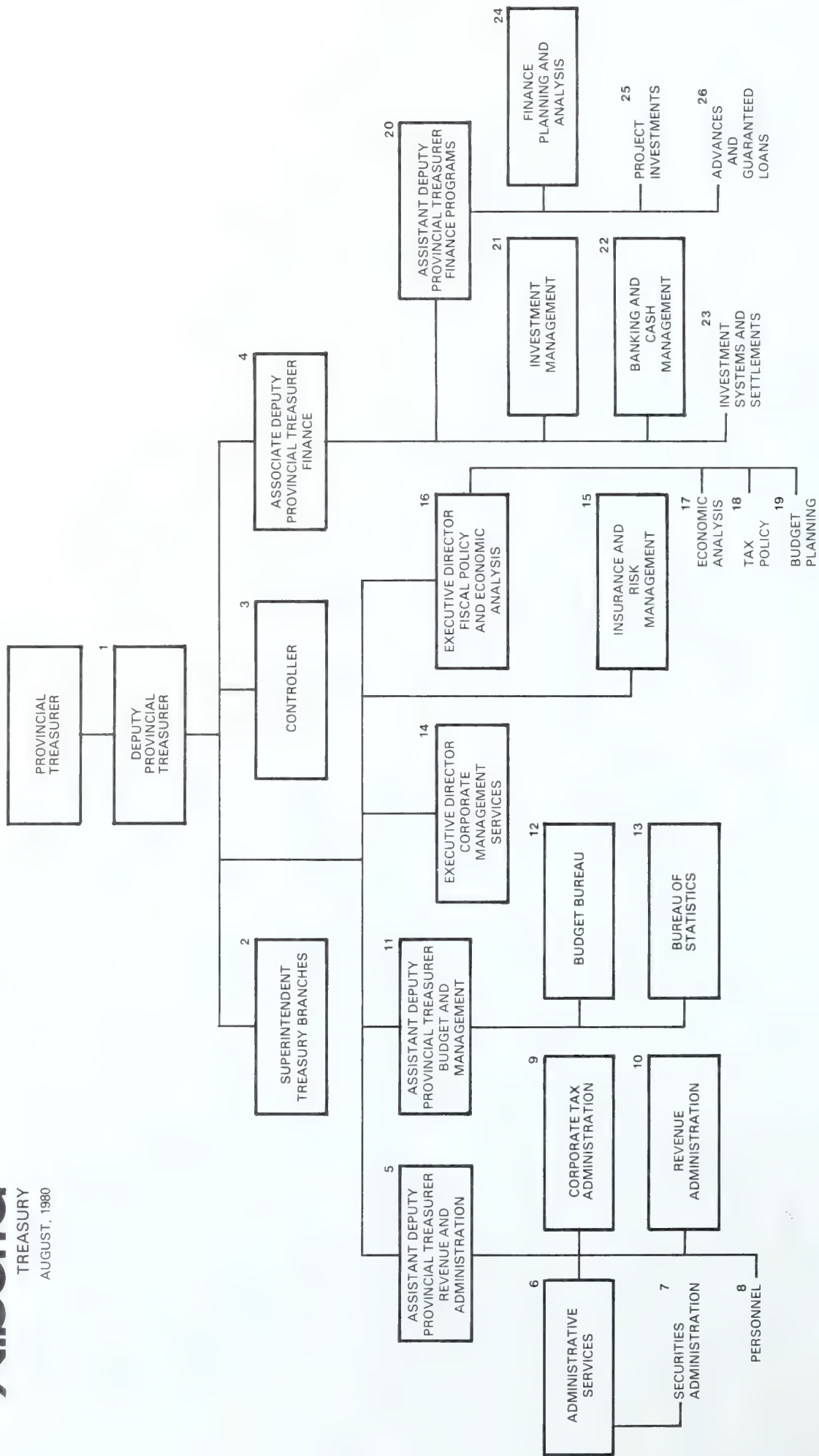
FUNCTIONAL STATEMENTS—SEPTEMBER, 1980

testing and quality control, for structural contract preparation, claims administration, bridge maintenance standards and inventory, and for the construction of bridges and other structures under contract.

- 1 CHIEF DEPUTY MINISTER—Manages the department to ensure the timely development and maintenance of transportation policies, facilities and services, appropriate to the needs of Albertans for the safe and efficient movement of people and products, and the economic and social development of the province.
- 2 EXECUTIVE ASSISTANT—Responsible to the Chief Deputy Minister for correspondence, office administration and other duties as directed.
- 3 DEPARTMENTAL SOLICITOR—Prepares legislation and provides legal advice and support to the department.
- 4 CHAIRMAN, MOTOR TRANSPORT BOARD—MOTOR TRANSPORT BRANCH—Responsible for the management of the Motor Transport Board in the regulation and control of intraprovincial and extraprovincial commercial use of the provincial highway system and, through the Motor Transport Branch, for the control and protection of public highways as to weight and safety requirements by providing service and regulation to the truck transport industry.
- 5 PROGRAM EVALUATION—Responsible for the evaluation of programs and projects as directed by the Chief Deputy Minister.
- 6 DEPUTY MINISTER, ENGINEERING—Responsible for engineering standards for the design and construction of roads, bridges and airports, and exercises supervision over the department's research and development programs, surveys and mapping program and the transportation safety program.
- 7 EXECUTIVE DIRECTOR, RESEARCH AND DEVELOPMENT—Responsible for coordinating and providing direction to the department's research and development effort including the organization of research projects in areas of engineering and model development.
- 8 DIRECTOR, TRANSPORTATION SAFETY—Responsible for development and coordination of safety programs aimed at the reduction of transportation accidents or fatalities using state of the art techniques related to the driver, roadway and vehicle.
- 9 DIRECTOR, SURVEYS AND MAPPING—Responsible for establishing basic survey control for all development in the province, providing mapping services for all government departments and agencies, and monitoring the land surveyor work.
- 10 ASSISTANT DEPUTY MINISTER, ENGINEERING—Responsible for all design, materials engineering, contract preparation and specification, structural engineering, location studies and roadside development control.
- 11 DIRECTOR, DESIGN ENGINEERING—Responsible for geometric design standards for primaries and secondaries, and for design of roadways, airports, rights-of-way, utilities, illumination and signs.
- 12 DIRECTOR, MATERIALS ENGINEERING—Responsible for geotechnical engineering services, construction quality control testing standards and procedures, the departmental testing laboratory, aggregates supply and management, pavement strength and conditions rating, inventory and monitoring.
- 13 DIRECTOR, STRUCTURAL ENGINEERING—Responsible for structural design, structural materials fabrication, specifications, structural engineering standards,
- 14 DIRECTOR, OPERATIONAL DESIGN—Responsible for location studies and functional design for all new proposed highways in the province and for the control and direction of development in the vicinity of primary highways and selected secondary roads.
- 15 DIRECTOR, CONTRACTS ENGINEERING—Responsible for departmental general specifications and roadway and airport construction specifications, construction engineering standards, tender and contract preparations, contract claims administration and for the audit of final estimates.
- 16 ASSISTANT DEPUTY MINISTER, PROGRAM PLANNING—Develops a long range strategic planning capability on a multi-modal basis through the use of a broad disciplined planning team.
- 17 ADMINISTRATOR, URBAN TRANSPORTATION—Recommends policies to recognize the needs and opportunities of urban communities and administers the Urban Transport Assistance Program.
- 18 DIRECTOR, SYSTEMS PLANNING—Monitors the development plans of government agencies and the private sector, forecasts transportation demands, examines alternatives and recommends a multi-modal transportation system which best serves the development objectives of the province.
- 19 DIRECTOR, PROGRAM DEVELOPMENT—Responsible for the development and maintenance of a continuous formal five year plan for the entire department including primaries, secondaries, bridges, airports and ancillary programs.
- 20 DEPUTY MINISTER, REGIONAL TRANSPORTATION—Responsible for developing and implementing a regional program covering the full range of operational services associated with the modes of transportation in which the department is involved.
- 21 REGIONAL DIRECTORS—Responsible for developing and implementing the department's programs and all operating programs within the six assigned geographic regions.
- 22 ASSISTANT DEPUTY MINISTER, REGIONAL TRANSPORTATION—Responsible for the coordination and management of the delivery of all the departmental programs, primaries, secondaries and airports, and for the acquisition, management and disposal of property.
- 23 DIRECTOR, PROGRAM MANAGEMENT—Responsible for managing the current year program for primaries, secondaries and airports.
- 24 DIRECTOR, OPERATIONS—Responsible for the regional activities in connection with maintenance, construction camps, municipal bridges and the operation of department owned airports.
- 25 DIRECTOR, PROPERTY SERVICES—Responsible for conducting all land acquisition and legal surveys for the department, managing the property owned by the department and the disposal of surplus property.
- 26 MANAGER, OCCUPATIONAL HEALTH AND SAFETY—Responsible for the supervision of the department's occupational health and safety program.

- 80 27 ASSISTANT DEPUTY MINISTER, ADMINISTRATION—Manages and coordinates support services including equipment supply and services, personnel, financial planning and operations, computer services and public communications.
- 28 DIRECTOR, FINANCE—Responsible for developing and administering a financial management system to advise, assist and control financial plans and transactions, coordinating space requirements and the communication distribution system.
- 29 DIRECTOR, PERSONNEL MANAGEMENT—Responsible for developing and administering programs to advise, assist and control transactions in the areas of wage and salary administration, recruitment and selection, position classification and industrial relations, together with the development and implementation of manpower planning and organizational development systems and the administration of the department's training program.
- 30 DIRECTOR, EQUIPMENT SUPPLY AND SERVICES—Responsible for administering the stock advance fund, purchasing equipment and supplies, maintaining and repairing vehicles, heavy equipment and related materials, and maintaining service depots throughout the province.
- 31 DIRECTOR, COMPUTER SERVICES—Responsible for providing data processing services to all branches of Alberta Transportation, including data conversion, analysis and programming, software support and operation, and maintenance of computer systems.
- 32 MANAGER, PUBLIC COMMUNICATIONS—Responsible for the analysis of communications needs within the department related to its programs, and the preparation and execution of planned communications programs to meet these needs.







1 **DEPUTY PROVINCIAL TREASURER**—In addition to managing and administering Alberta Treasury, the Deputy Provincial Treasurer serves on the following committees and boards.

Cabinet committees:

- Priorities, Finance and Coordination
- Management Policy
- Treasury Board

Boards:

- Alberta Government Telephones Commission
- Alberta Home Mortgage Corporation
- Alberta Municipal Financing Corporation
- Alberta Resources Railway Corporation

Committees:

- Health Science Centre Implementation Committee

2 **SUPERINTENDENT, TREASURY BRANCHES**—Responsible for the system of branches and agencies throughout the province which accept money on deposit from the public, loan money to persons and firms, provide safekeeping facilities to the public and act as agent of the government for the issuance of various licences and collection of fees, the objective being to provide a service which earns a profit on operations for the benefit of all Albertans.

3 **CONTROLLER**—Responsible for developing administrative and financial procedures for the control and reporting of government revenue and expenditure, including the operation of provincial payment and accounting systems, and for administering public sector pension plans.

4 **ASSOCIATE DEPUTY PROVINCIAL TREASURER, FINANCE**—Responsible for the management of the province's major financial assets and liabilities and non-budgetary financing activities, short and long term investment, banking and cash management of various government accounts, including the Alberta Heritage Savings Trust Fund and the General Revenue Fund.

5 **ASSISTANT DEPUTY PROVINCIAL TREASURER, REVENUE AND ADMINISTRATION**—Responsible for collection of specified tax revenues including corporate, fuel oil, tobacco and pari mutuel, administration of the Alberta Farm Fuel Distribution Allowance, collection of past-due government receivables and for provision of administrative services to the department.

6 **ADMINISTRATIVE SERVICES**—Manages departmental accounting, budgeting, communications, building services and space management, EDP services, libraries and records management, provides related administrative services, and implements departmental administrative policies and procedures.

7 **SECURITIES ADMINISTRATION**—Maintains a registry for direct and guaranteed debenture debt of the province, administers interest payments on this debt, and provides a safekeeping service to government.

8 **PERSONNEL**—Provides a comprehensive personnel service to management and employees of the department.

9 **CORPORATE TAX ADMINISTRATION**—Plans and develops systems for the collection of Alberta corporate income tax and the administration of related incentive programs.

10 **REVENUE ADMINISTRATION**—Collects the Alberta tax on tobacco, audits records of the collectors of tax, and administers the system for provision and control of the Alberta Farm Fuel Distribution Allowance and the Domestic Heating Oil Allowance, collects and audits pari mutuel taxes, and operates a central collection service to maximize the recovery of debt owing to the Crown.

11 **ASSISTANT DEPUTY PROVINCIAL TREASURER, BUDGET AND MANAGEMENT**—Responsible for the management of the provincial expenditure budget planning and approval process, for cross-government administrative policy, and for statistical information on economic and social conditions in the province.

12 **BUDGET BUREAU**—Reviews and analyzes departmental and agency expenditure proposals, prepares and coordinates annual budget estimates of departments and agencies, prepares recommendations on financial resource allocations, monitors changes in budget plans during the fiscal year and develops budgetary procedures.

13 **BUREAU OF STATISTICS**—Provides statistical information on economic and social conditions in the province, collaborates with departments in the publication of related departmental statistical information, and promotes and coordinates plans for the collection and integration of statistics pertaining to the province.

14 **EXECUTIVE DIRECTOR, CORPORATE MANAGEMENT SERVICES**—Responsible for providing accounting services to provincial Crown corporations, and serves as general manager of the Alberta Municipal Financing Corporation.

15 **INSURANCE AND RISK MANAGEMENT**—Administers and coordinates the government's insurance and risk management program, including analysis of risk, negotiation for insurance coverage, analysis of contracts and management of government self-insured exposure, assists and provides specialized insurance services to Crown corporations, payment of claims, compilation of loss statistics and analysis of insurance losses, and establishes a loss prevention program on government-wide basis.

16 **EXECUTIVE DIRECTOR, FISCAL POLICY AND ECONOMIC ANALYSIS**—Responsible for short and long term budget planning, culminating each year in preparation of the Provincial Treasurer's Budget Address, analysis and development of taxation policies, and for analysis and advice respecting inter-governmental fiscal arrangements and current and prospective economic conditions and issues.

17 **ECONOMIC ANALYSIS**—Reviews and reports on current and prospective economic conditions in Alberta and Canada, provides economic analysis relative to fiscal and budgetary policy and planning, and analyzes the economic impact of major projects and government programs and policies.

18 **TAX POLICY**—Analyzes policy issues regarding the government's own-source revenue structure, analyzes and develops tax programs to meet government objectives, develops tax legislation and regulations, and liaises with Corporate Tax Administration and Revenue Canada relative to the implementation and on-going administration of tax programs.

19 **BUDGET PLANNING**—Identifies and analyzes the major factors affecting the government's budgetary position, with particular emphasis on the government's

own-source revenue structure, provides analysis and advice with respect to inter-governmental fiscal arrangements, plans, prepares and monitors the government's annual financial plan, and prepares the Provincial Treasurer's annual Budget Address.

20 ASSISTANT DEPUTY PROVINCIAL TREASURER, FINANCE PROGRAMS—Responsible for managing the overall planning, administration and arrangement of all non-market investments for the Alberta Heritage Savings Trust Fund, the financial and administrative aspects of advances and guaranteed loans, and for the development of policy on a broad range of government financing arrangements.

21 INVESTMENT MANAGEMENT—Provides short and long term investment management for various government accounts, and conducts capital market and investment risk analysis.

22 BANKING AND CASH MANAGEMENT—Manages the banking relationships of government, including bank accounts, cash management status and banking agreements, projects and analyzes government cash flows on short and medium-term bases, ensures all funds are fully invested, and ensures investment receipts are collected as specified.

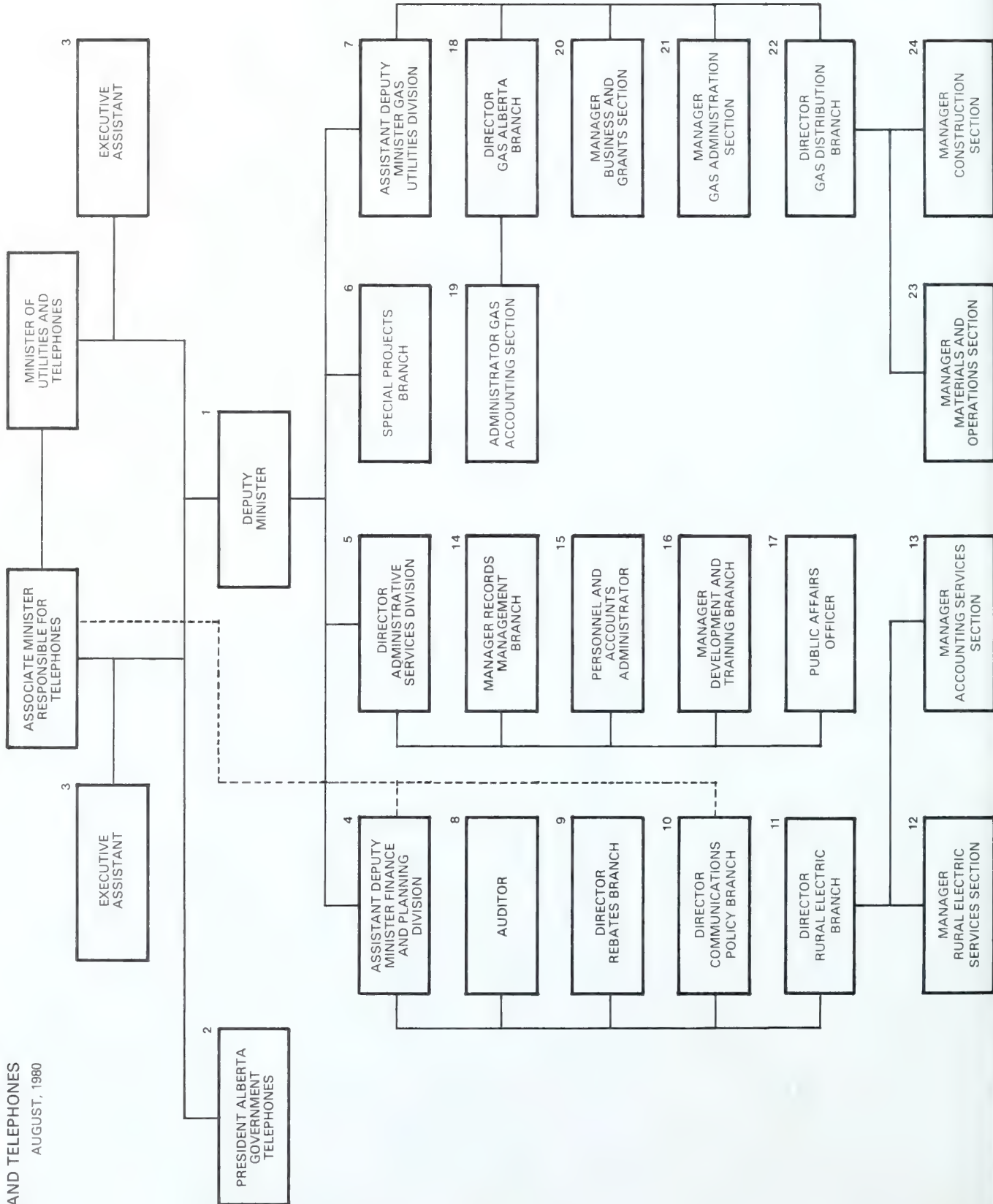
23 INVESTMENT SYSTEMS AND SETTLEMENTS—Develops, operates and maintains manual and automated investment related systems, administers and controls all investment settlement activities, and up-grades and maintains investment division's physical facilities and equipment.

24 FINANCE PLANNING AND ANALYSIS—Provides overall planning and administration for the Alberta Heritage Savings Trust Fund, budget review and monitoring of Capital Projects Division investments under the Heritage Fund, and analysis and policy development of government financing arrangements including Crown corporation budgets and programs.

25 PROJECT INVESTMENTS—Negotiates, documents and administers all investments under the Canada, Alberta and Energy Investment divisions of the Alberta Heritage Savings Trust Fund.

26 ADVANCES AND GUARANTEED LOANS—Manages the financial and administrative aspects of the government's guaranteed loan programs, develops policies and regulations respecting guaranteed loans, administers a variety of advances to funds and agencies, and analyzes and recommends government involvement in loans or guaranteed loans for specific entities.



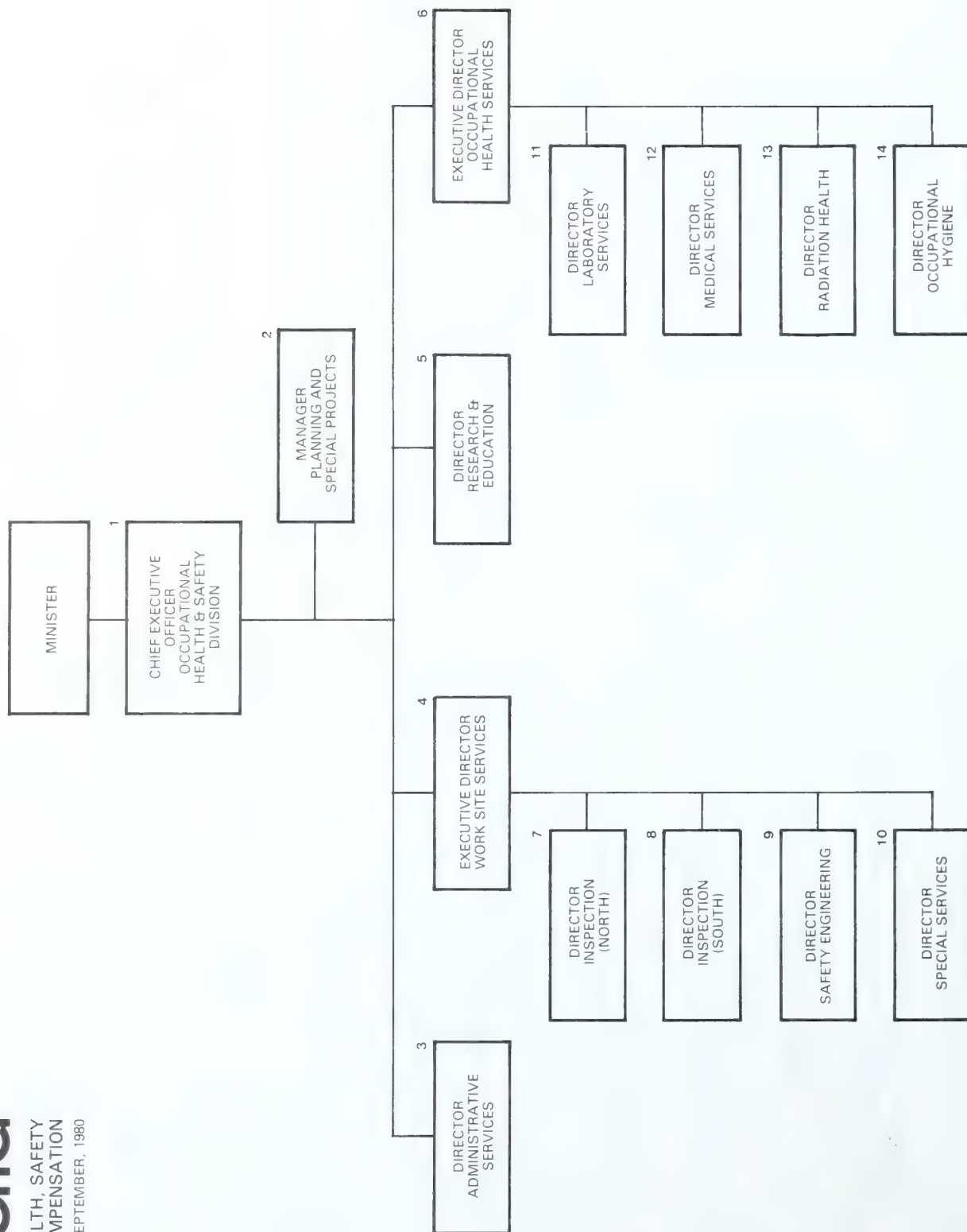




# DEPARTMENT OF UTILITIES AND TELEPHONES

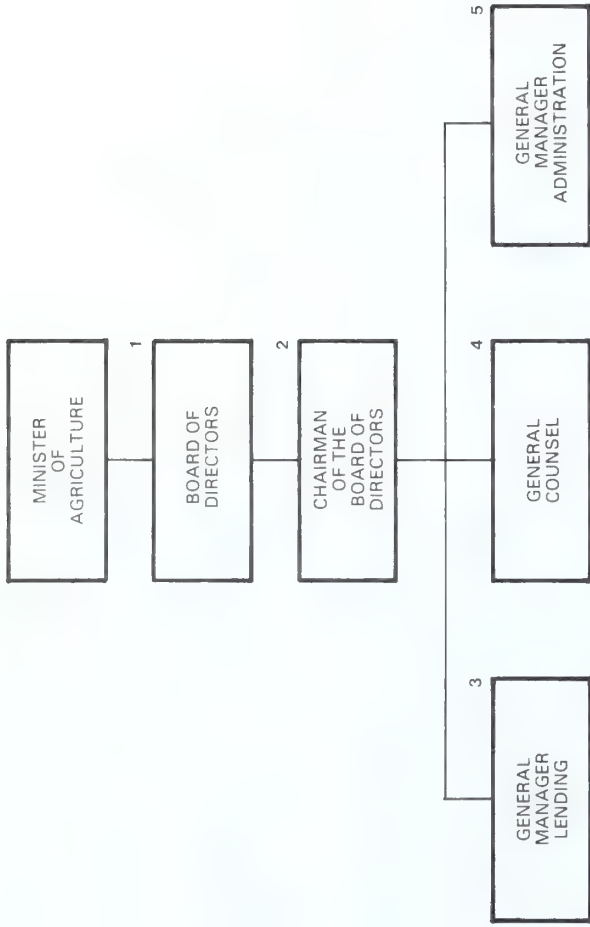
## FUNCTIONAL STATEMENTS—AUGUST, 1980

- 1 DEPUTY MINISTER—Plans, directs, organizes, controls and evaluates the activities of the utilities segment, recommends policy and legislative changes, coordinates department functions with related agencies and departments, and is a member of the A.G.T. Commission.
- 2 PRESIDENT, ALBERTA GOVERNMENT TELEPHONES—Responsible for planning, organizing, directing, controlling and evaluating the activities of the corporation, and is a member of the A.G.T. Commission.
- 3 EXECUTIVE ASSISTANTS—Responsible to the Minister as research assistants and a special project resource, directing and controlling the administrative activities of the Minister's offices.
- 4 ASSISTANT DEPUTY MINISTER, FINANCE AND PLANNING DIVISION—Plans, directs, organizes, controls and evaluates the activities of the Rural Electric Branch and the Rebates Branch, and is responsible for the coordination and planning of future communication and electric power, and for recommending policy and legislative changes.
- 5 DIRECTOR, ADMINISTRATIVE SERVICES DIVISION—Plans, directs, organizes, controls and evaluates the activities of the Personnel and Accounts Branch, the Records Management Branch, the Development and Training Branch and the Public Affairs Officer.
- 6 SPECIAL PROJECTS BRANCH—Carries out special projects as required by the Department's two Ministers, Deputy Minister, two Assistant Deputy Ministers and Directors, and provides a broad area of expertise in assisting the department to effectively carry out its program objectives.
- 7 ASSISTANT DEPUTY MINISTER, GAS UTILITIES DIVISION—Plans, develops, controls and directs the implementation of provincial policies and programs relating to rural utilities and private utilities in the natural gas field, and recommends policy, program and legislative changes.
- 8 AUDITOR—Carries out audits in respect of natural gas distributors including the final audit concerning eligibility for construction grants provided by the government for rural natural gas distribution.
- 9 DIRECTOR, REBATES BRANCH—Plans, directs, organizes, controls and evaluates the activities of the branch in the administration of the Natural Gas Rebate Act under which various rebate plans, primarily the Natural Gas Price Protection Plan, shield Alberta consumers from escalating energy costs.
- 10 DIRECTOR, COMMUNICATIONS POLICY BRANCH—Advises the Assistant Deputy Minister, Finance and Planning regarding provincial communications policies and the impact of these policies now in effect or contemplated in other jurisdictions.
- 11 DIRECTOR, RURAL ELECTRIC BRANCH—Plans, directs, organizes, controls and evaluates the activities of the branch, including implementation of governmental policies and programs in the electric utility field.
- 12 MANAGER, RURAL ELECTRIC SERVICES SECTION—Implements government policies for electric power development in rural areas, maintains surveillance of the operations of rural electrification associations and coordinates their activities with the electric power utilities.
- 13 MANAGER, ACCOUNTING SERVICES SECTION—Provides administrative services to rural electrification associations with regard to government-guaranteed loans, legal documents for contracts and land titles.
- 14 MANAGER, RECORDS MANAGEMENT BRANCH—Responsible for the provision of all activities in records management for the department.
- 15 PERSONNEL AND ACCOUNTS ADMINISTRATOR—Responsible for the provision of the department's personnel program, financial control of the department's program budget and centralized administrative services.
- 16 MANAGER, DEVELOPMENT AND TRAINING BRANCH—Responsible for the provision of instructional programs, career counselling, organizational development, coordinating M.P.A.S. for the departmental staff, and for instructional programs for staffs of natural gas cooperatives and rural electrification associations.
- 17 PUBLIC AFFAIRS OFFICER—Provides public relations consulting and communications services to the department in concert with the Public Affairs Bureau, including media liaison and coverage, department publications, audio-visual and print materials, advertising and public information planning.
- 18 DIRECTOR, GAS ALBERTA BRANCH—Acts as the government's broker in obtaining natural gas from source companies, providing a billing service for both wholesale and retail sale of natural gas, and plans, directs, organizes, controls and evaluates the activities of the branch.
- 19 ADMINISTRATOR, GAS ACCOUNTING SECTION—Administers computerized gas accounting systems for rural gas distributors and invoicing of distributors for the wholesale purchase of natural gas.
- 20 MANAGER, BUSINESS AND GRANTS SECTION—Provides financial and business advice to rural natural gas distributors on the interpretation of government policies concerning construction, operations and maintenance of the distribution system, provides analytical studies and statistics for cooperatives, and administers the grant programs for rural natural gas distributors and for rural municipalities for utility officers.
- 21 MANAGER, GAS ADMINISTRATION SECTION—Provides administrative services to rural natural gas cooperatives with regard to government-guaranteed loans, legal documents for contracts, land titles, lien notes, borrowed funding, utility rights-of-way and easements, and carries out related functions of Director of Cooperative Activities.
- 22 DIRECTOR, GAS DISTRIBUTION BRANCH—Plans, directs, organizes, controls and evaluates the activities of the branch, including the implementation of governmental policies and programs for construction and maintenance of gas utilities.
- 23 MANAGER, MATERIALS AND OPERATIONS SECTION—Provides technical advice and assistance to rural natural gas distributors on the interpretation and implementation of government policies and regulatory agencies' directives as they affect the operation of rural gas utilities, and is responsible for materials quality control program.
- 24 MANAGER, CONSTRUCTION SECTION—Provides technical advice and assistance to rural natural gas distributors on the interpretation of government policies and regulatory agencies' directives in the design and construction of distribution systems, and is responsible for the approval of construction projects and determination of appropriate grant structures, gas source matters, and coordination of franchise area boundaries.



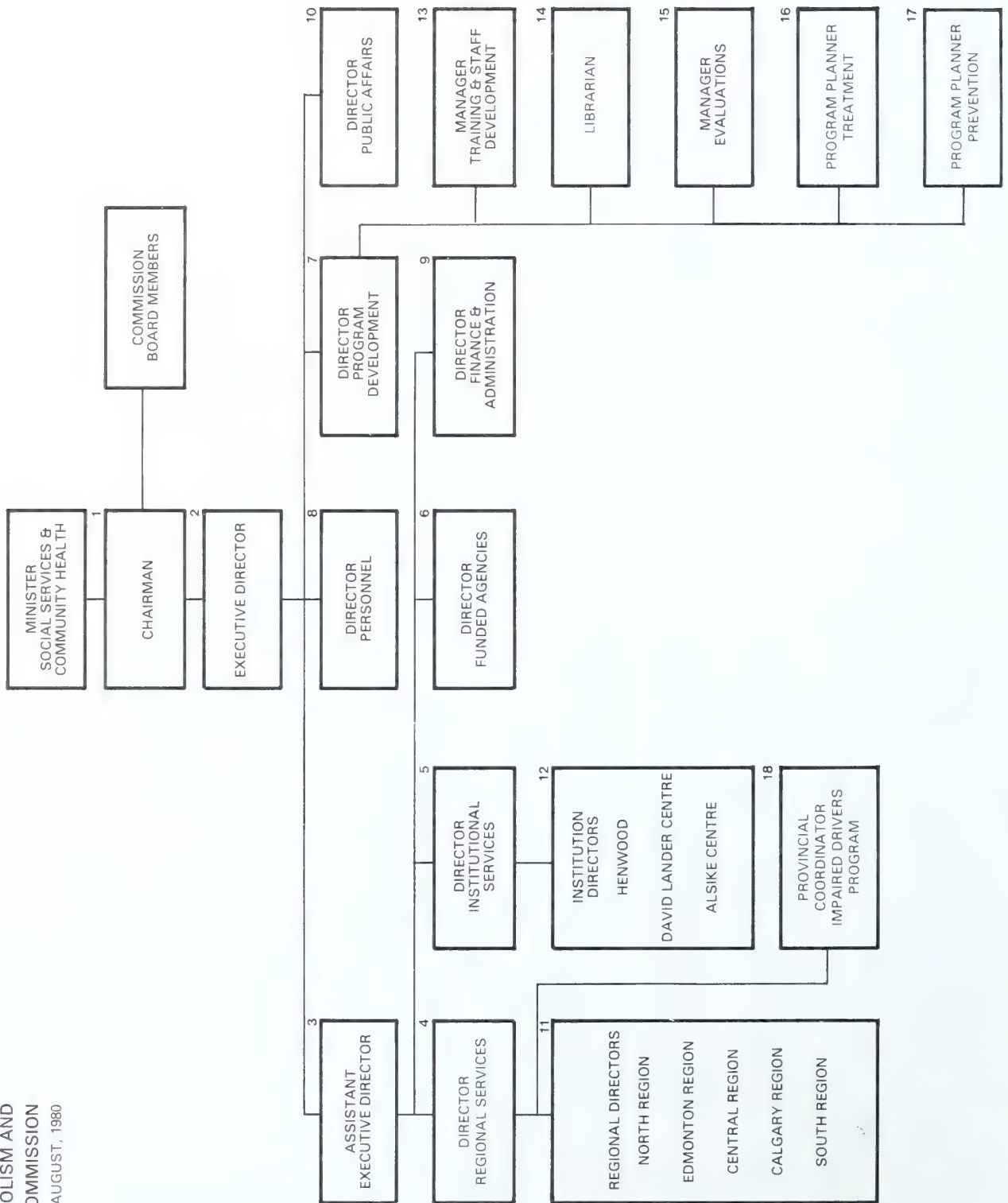
- 1 CHIEF EXECUTIVE OFFICER, OCCUPATIONAL HEALTH AND SAFETY DIVISION  
—Administers a program to prevent injury, ill health and genetic damage resulting from employment in Alberta.
- 2 MANAGER, PLANNING AND SPECIAL PROJECTS—Responsible for the coordination of divisional planning and program evaluation.
- 3 DIRECTOR, ADMINISTRATIVE SERVICES—Responsible for coordination and development of divisional administrative policies and procedures.
- 4 EXECUTIVE DIRECTOR, WORKSITE SERVICES—Responsible for coordination and executive direction of the activities of the Inspection North, Inspection South, Safety Engineering and Special Services branches.
- 5 DIRECTOR, RESEARCH AND EDUCATION—Responsible for coordination and development of research and education programs and the collection and dissemination of information pertinent to divisional activities.
- 6 EXECUTIVE DIRECTOR, OCCUPATIONAL HEALTH SERVICES—Responsible for coordination and executive direction of the Laboratory Services, Medical Services, Radiation Health and Occupational Hygiene branches.
- 7 DIRECTOR, INSPECTION (NORTH)—Responsible for the investigation of accidents and inspection of work sites in the northern part of the province to ensure compliance with the Occupational Health and Safety Act and regulations.
- 8 DIRECTOR, INSPECTION (SOUTH)—Responsible for the investigation of accidents and inspection of work sites in the southern part of the province to ensure compliance with the Occupational Health and Safety Act and regulations.
- 9 DIRECTOR, SAFETY ENGINEERING—Responsible for safety engineering activities, including mines safety, in support of the Occupational Health and Safety Act and provides specialist technical support to the division.
- 10 DIRECTOR, SPECIAL SERVICES—Responsible for the administration of support programs to the inspection and engineering functions of Work Site Services including internal training programs.
- 11 DIRECTOR, LABORATORY SERVICES—Responsible for the provision of laboratory services in support of divisional activities.
- 12 DIRECTOR, MEDICAL SERVICES—Responsible for developing occupational health services program for industry, providing consultation on occupational diseases and emergency treatment, and for the preparation of guidelines for preventive health programs in hazardous occupations.
- 13 DIRECTOR, RADIATION HEALTH—Responsible for educational and inspectional programs relating to the installation and use of radiation-emitting devices.
- 14 DIRECTOR, OCCUPATIONAL HYGIENE—Responsible for a program of investigation and inspection of occupational environments in search of existing, suspected or potential work-related occupational health hazards.







- 1 BOARD OF DIRECTORS - Responsible for the conduct of the affairs of the corporation which provides province wide loan and loan guarantee programs for farmers and agribusinesses, establishes policies and programs of the corporation and makes policy recommendations to the Minister.
- 2 CHAIRMAN OF THE BOARD OF DIRECTORS - Chairs the Board of Directors meetings, is the chief executive officer of the corporation, and is responsible for the management, coordination and control of the corporation's functions and for providing advice to the Minister on policies and programs.
- 3 GENERAL MANAGER, LENDING - Responsible for the loan and guarantee programs of the corporation, for making policy and program change recommendations to the Board of Directors and for the lending staff throughout the province.
- 4 GENERAL COUNSEL - Responsible for the preparation of legislation, Orders-in-Council, Treasury Board Minutes, Regulations, By-Laws and other legal documents, and for advising the Chairman, Board of Directors and other corporate staff with regard to the interpretation of legal matters, documents and procedures.
- 5 GENERAL MANAGER, ADMINISTRATION - Responsible for support services such as personnel, finance and loan administration including budget preparation, financial and control functions, and for making policy recommendations to the Chairman and Board of Directors.



# ALCOHOLISM AND DRUG ABUSE COMMISSION

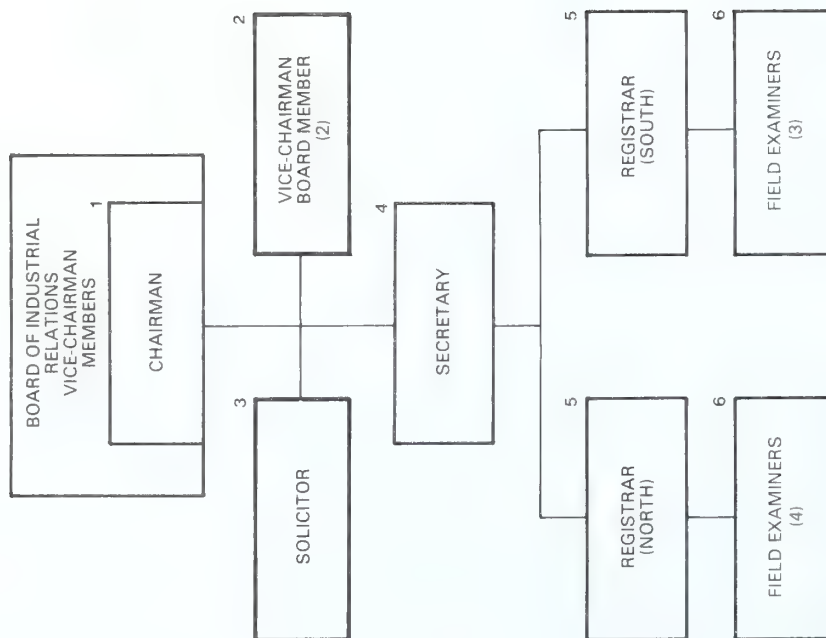
FUNCTIONAL STATEMENTS—AUGUST, 1980

- 1 CHAIRMAN—Advises the Minister on matters relating to commission operation and provides an interface between the government and the commission.
- 2 EXECUTIVE DIRECTOR—As chief executive officer, recommends policy to the board, executes approved policy and reports on its success or failure.
- 3 ASSISTANT EXECUTIVE DIRECTOR—Responsible for directing and coordinating all program services offered by the commission throughout the province, and for the total commission function in the absence of the Executive Director.
- 4 DIRECTOR, REGIONAL SERVICES—Responsible for planning and directing the commission's regional programs.
- 5 DIRECTOR, INSTITUTIONAL SERVICES—Responsible for planning and directing the commission's institutions.
- 6 DIRECTOR, FUNDED AGENCIES—Responsible for assessing proposals for funding, negotiating contracts, monitoring funded agency programs and other general liaison activities.
- 7 DIRECTOR, PROGRAM DEVELOPMENT—Responsible for appraising policies, programs and acting as a policy formulation resource to line managers.
- 8 DIRECTOR, PERSONNEL—Responsible for providing personnel services to the program and support areas within the commission and acting as consultant to the directors on employee relations matters.
- 9 DIRECTOR, FINANCE AND ADMINISTRATION—Provides complete range of accounting and procurement services to the commission, including the processing of all revenue and expenditure accounts, auditing and program budgeting, and serves as a consultant to all regional directors on financial matters.
- 10 DIRECTOR, PUBLIC AFFAIRS—Responsible for recommending communications and public affairs policies and setting of communications standards, and acting as consultant to commission personnel on communications and public affairs matters.
- 11 REGIONAL DIRECTORS—Administer commission services at a specified geographic area of the province, carry out commission policies and keep residents informed of services available, cooperating with other agencies providing addiction services.
- 12 INSTITUTION DIRECTORS—Administer services in a commission institution, carry out commission policies regarding inpatient treatment, and cooperate with other agencies providing addiction services.
- 13 MANAGER, TRAINING AND STAFF DEVELOPMENT—Develops and administers training programs to provide learning and developmental opportunities for all staff members of the commission.
- 14 LIBRARIAN—Responsible for providing an effective and efficient library service, primarily to assist commission staff in their positions and to respond to requests from the general public for specialized information.
- 15 MANAGER, EVALUATIONS—Responsible for monitoring program functioning through design and implementation of program evaluation studies and information systems in close consultation with program staff.

16 PROGRAM PLANNER, TREATMENT—Assists in coordinating commission treatment services through consultation with commission staff; resources are provided to maximize the effectiveness of existing programs and to assist in the development of new programs.

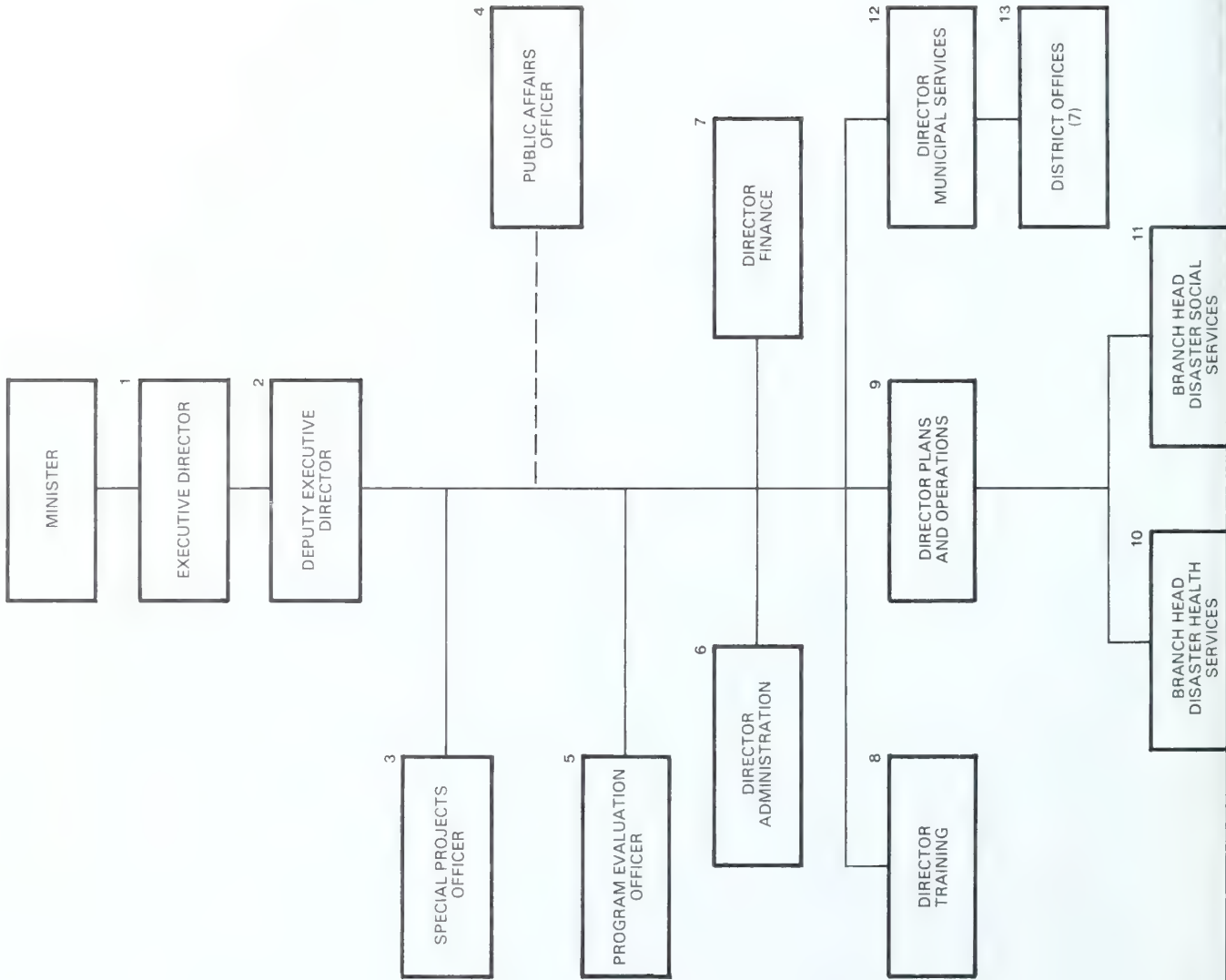
17 PROGRAM PLANNER, PREVENTION—Assists in coordinating commission prevention education services through consultation with commission staff; resources are provided to maximize the effectiveness of existing programs and to assist in the development of new programs.

18 PROVINCIAL COORDINATOR, IMPAIRED DRIVERS PROGRAM—Coordinates the Impaired Drivers Program and provides liaison with other government departments.





- 1 CHAIRMAN—Responsible for entitlements, rights and privileges available to public and organizations as set out in the Alberta Labour Act and for all policy, practice, and application of board matters, advises management, unions, and government in matters of labour relations, and directs the board decision-making process.
- 2 VICE-CHAIRMAN/BOARD MEMBER (2)—Chair board hearings, direct the board through its decision-making process, and are responsible for development and application of all board policy and practices.
- 3 SOLICITOR—Legal advisor to the board and represents the board before the courts on matters to which the board is a party.
- 4 SECRETARY—Administers the staff of the board, liaises with the public, organized labour and industry regarding the board's activities and policies, provides assistance to the board, advises the government and other jurisdictions in matters relating to the board, and is responsible for processing of applications brought before the board.
- 5 REGISTRARS (2) — Supervise the assembling of information for applications before the board, process applications and orders of the board in its deliberations, and administer a staff of examiners.
- 6 FIELD EXAMINERS (7) — Investigate the merits of applications before the board and report findings, investigate complaints alleging unfair labour practices and explain board policy to affected parties, take statements under oath, conduct votes directed by the board, and effect settlements within policy and practice of board respecting application of the pertinent legislation.



1 **EXECUTIVE DIRECTOR**—Responsible for developing and implementing a provincial program of preparedness for, and response to, emergencies and disasters, involving government departments and agencies, industry, municipalities and the public.

2 **DEPUTY EXECUTIVE DIRECTOR**—Responsible to the Executive Director for implementing program policy and for the day to day management of the Alberta Disaster Services program.

3 **SPECIAL PROJECTS OFFICER**—Responsible to the Deputy Executive Director for special information searches and for investigating or analyzing any aspect of the current Alberta Disaster Services program, related programs and new proposals.

4 **PUBLIC AFFAIRS OFFICER**—Responsible to the Deputy Executive Director for developing and implementing the Alberta Disaster Services public relations and information program.

5 **PROGRAM EVALUATION OFFICER**—Responsible to the Deputy Executive Director for developing statistical and management information systems designed to monitor and evaluate the effectiveness of the Alberta Disaster Services program and the achievement of program objectives.

6 **DIRECTOR, ADMINISTRATION**—Responsible for personnel and general administrative services, including accommodation and maintenance, records management, staff development, and occupational health and safety.

7 **DIRECTOR, FINANCE**—Responsible for budget and financial administration services, including accounting, equipment and supplies, grants to municipalities, federal/provincial cost-shared programs, and the financial aspects of emergency operations and disaster assistance programs.

8 **DIRECTOR, TRAINING**—Responsible for developing, organizing and directing training courses and exercises required by the Alberta Disaster Services program, for operating a central training facility and for providing extension courses in municipalities throughout the province.

9 **DIRECTOR, PLANS AND OPERATIONS**—Responsible for developing concepts and methods for dealing with emergencies and disasters during peace time and war time, for managing, promoting and coordinating the preparation of emergency plans and procedures for the Alberta Government, provincial departments and agencies, municipalities and industries, for preparing draft emergency legislation, for maintaining and activating the Alberta Government Emergency Response Centre and the Mobile Emergency Operations Centre, and for coordinating emergency response operations involving Alberta Disaster Services.

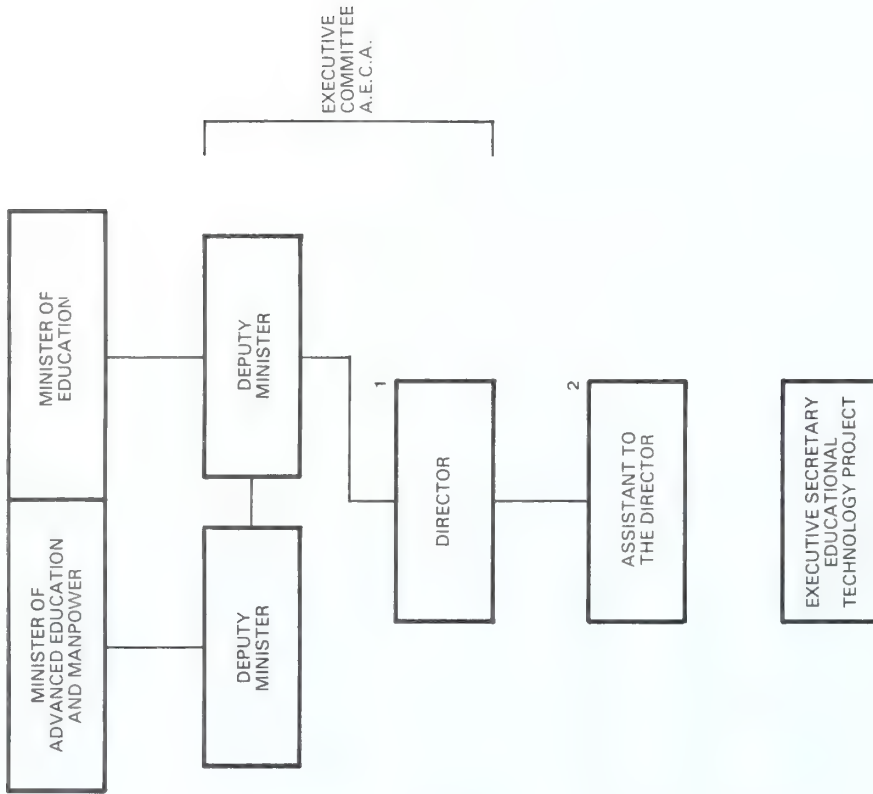
10 **BRANCH HEAD, DISASTER HEALTH SERVICES**—Responsible for promoting, coordinating and assisting in the preparation of disaster plans for government, municipal and private health care facilities, for training health care personnel in disaster medical and public health procedures, for planning and assisting in the development of a disaster casualty collection system, and for administering, for Alberta, the federal government's program of stockpiling and maintaining medical equipment and supplies for emergency use.

11 **BRANCH HEAD, DISASTER SOCIAL SERVICES**—Responsible for promoting, coordinating and assisting in the preparation of disaster social services plans for municipalities and government and government-supported institutions, and for ad-

ministering the Alberta Government program of stockpiling and maintaining disaster social services supplies.

12 **DIRECTOR, MUNICIPAL SERVICES**—Responsible for delivering the Alberta Disaster Services program and services to local authorities, through seven district offices.

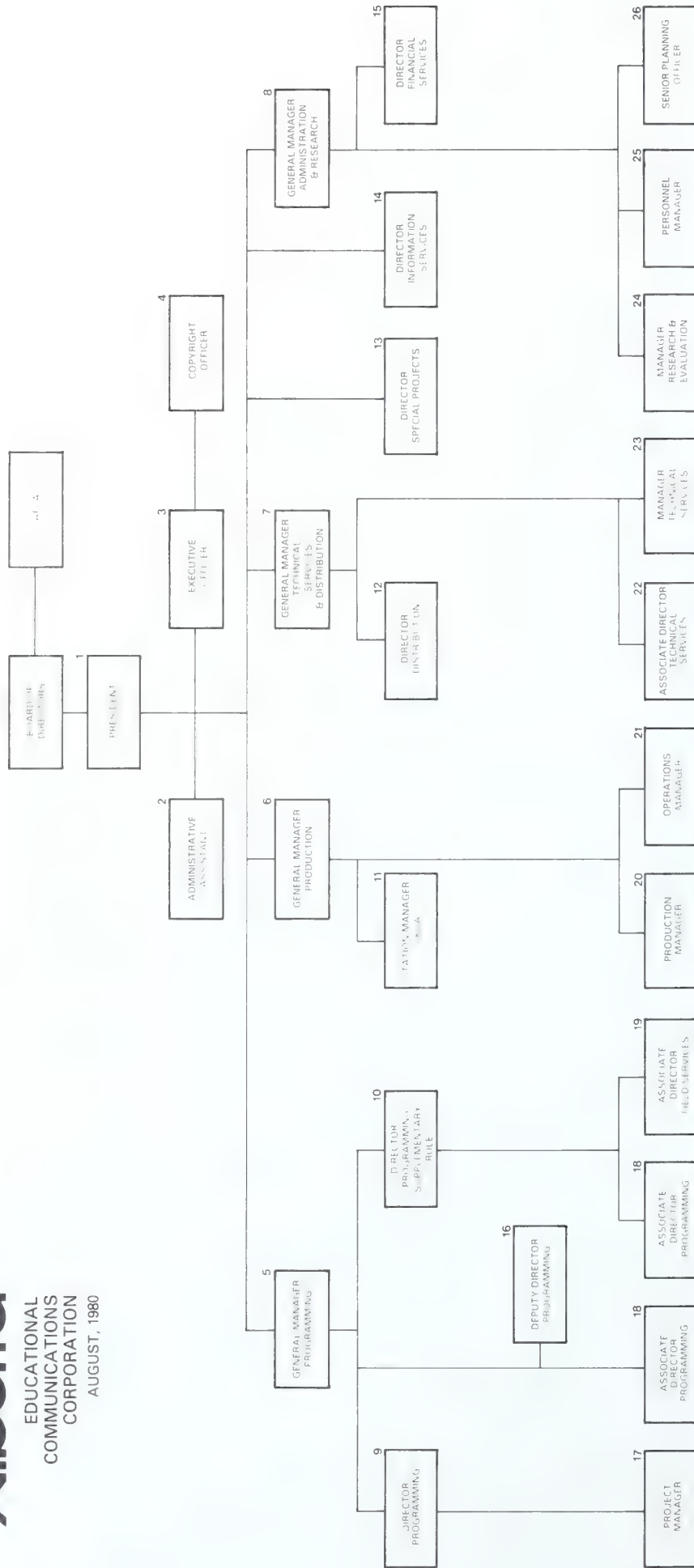
13 **DISTRICT OFFICES (7)**—Responsible for maintaining liaison with local officials, advising and assisting them in the development of emergency preparedness at the local level.





1 DIRECTOR—Administers matters related to the Alberta Educational Communications Corporation Act, acts as liaison between ACCESS, Alberta Education and Advanced Education and Manpower in developing guidelines for program content and distribution, and provides general administration of educational programs on education cable television.

2 ASSISTANT TO THE DIRECTOR—Assists the Director of the authority in matters related to the Alberta Educational Communications Corporations Act.

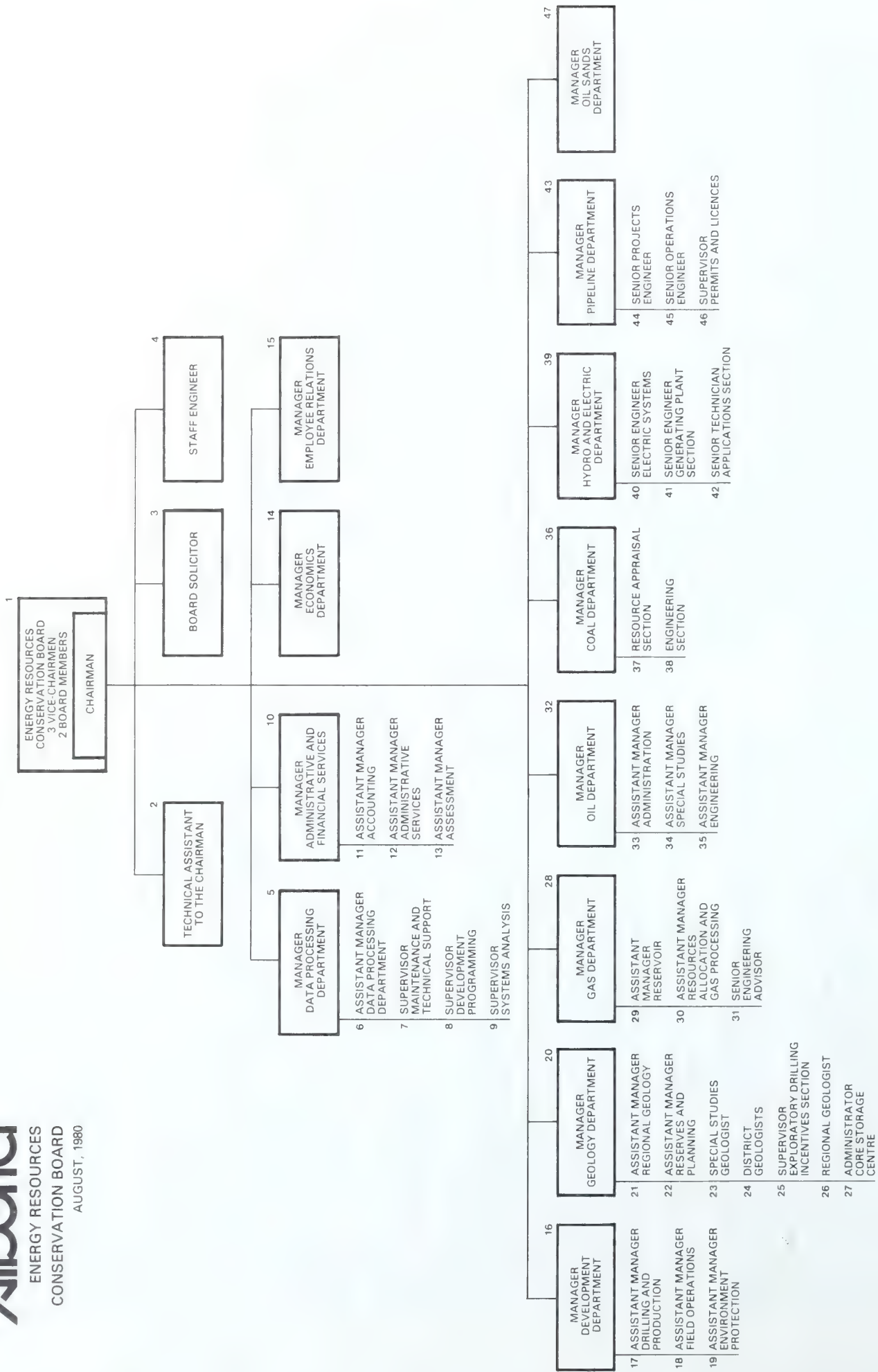


# ALBERTA EDUCATIONAL COMMUNICATIONS CORPORATION

## FUNCTIONAL STATEMENTS—AUGUST, 1980

- 1 **PRESIDENT**—Responsible to the Board of Directors for the overall administration, coordination and operation of the affairs of the corporation.
- 2 **ADMINISTRATIVE ASSISTANT**—Responsible to the President for correspondence, office administration and other duties as required, and to the Board of Directors as its Secretary.
- 3 **EXECUTIVE OFFICER**—Responsible for corporate legal affairs and copyrights, liaison with provincial and federal government agencies, and the coordination of adherence to internal policies and procedures.
- 4 **COPYRIGHT OFFICER**—Responsible for the development and maintenance of copyright clearance and contract procedures for corporation projects.
- 5 **GENERAL MANAGER, PROGRAMMING**—Responsible for the administration and coordination of the planning and implementation of programming strategies and educational objectives required in the development of corporation projects, and for the acquisition of programs from external agencies.
- 6 **GENERAL MANAGER, PRODUCTION**—Responsible for the administration and coordination of the production and operation activities of corporation projects.
- 7 **GENERAL MANAGER, TECHNICAL SERVICES AND DISTRIBUTION**—Responsible for the administration and coordination of the corporation's technical systems and facilities, equipment maintenance and replacement procedures, and program distribution functions.
- 8 **GENERAL MANAGER, ADMINISTRATION AND RESEARCH**—Responsible for the administration and coordination of financial and personnel functions, and for the planning, research and evaluation activities of the corporation and its projects.
- 9 **DIRECTOR, PROGRAMMING**—Responsible for the coordination and management of educational strategies and objectives designed to provide optimum utilization of corporation resources in meeting the educational needs of Early and Basic or Higher and Further education sectors.
- 10 **DIRECTOR, PROGRAMMING SUPPLEMENTARY ROLE**—Responsible for the coordination and management of educational strategies and objectives designed to provide optimum utilization of corporation resources in meeting the educational needs of supplementary role clients, and for the coordination and management of the corporation's field services activities.
- 11 **STATION MANAGER, CKUA**—Responsible for the coordination, management and operation of the corporation's Radio Station CKUA-AM and the provincial FM network.
- 12 **DIRECTOR, DISTRIBUTION**—Responsible for the coordination and management of the corporation's program distribution activities, including the operation of the Media Resource and Dubbing Centres.
- 13 **DIRECTOR, SPECIAL PROJECTS**—Responsible for the coordination and management of the corporation's special projects.
- 14 **DIRECTOR, INFORMATION SERVICES**—Responsible for the coordination and management of the corporation's advertising, publication and marketing activities.

- 15 **DIRECTOR, FINANCIAL SERVICES**—Responsible for the financial activities of the corporation, including the preparation of annual budget and reporting procedures.
- 16 **DEPUTY DIRECTOR, PROGRAMMING**—Responsible for the coordination and management of the corporation's production pool resources, and for the implementation of training programs for programming staff.
- 17 **PROJECT MANAGER**—Responsible for the coordination and supervision of a program development unit.
- 18 **ASSOCIATE DIRECTORS, PROGRAMMING**—Responsible for the planning and implementation of project development activities within an operational unit, and for liaison with internal department and various external agencies in consultation with the appropriate Director of Programming.
- 19 **ASSOCIATE DIRECTOR, FIELD SERVICES**—Responsible for the coordination and supervision of the corporation's field services activities.
- 20 **PRODUCTION MANAGER**—Responsible for the coordination and supervision of a production unit at TV North or South.
- 21 **OPERATIONS MANAGER**—Responsible for the coordination and supervision of studio and mobile services.
- 22 **ASSOCIATE DIRECTOR, TECHNICAL SERVICES**—Responsible for the coordination and supervision of the CKUA technical services and maintenance unit.
- 23 **MANAGER, TECHNICAL SERVICES**—Responsible for the coordination and supervision of a technical services and maintenance unit at Television North or South.
- 24 **MANAGER, RESEARCH AND EVALUATION**—Responsible for the coordination and supervision of the corporation's research and evaluation activities.
- 25 **PERSONNEL MANAGER**—Responsible for the development, implementation and maintenance of corporate personnel procedures, and for the management of the corporation's compensation programs.
- 26 **SENIOR PLANNING OFFICER**—Responsible for the coordination and implementation of planning activities within the corporation.





# ALBERTA ENERGY RESOURCES CONSERVATION BOARD

FUNCTIONAL STATEMENTS—AUGUST, 1980

- 1 THE BOARD—Established by the Energy Resources Conservation Act, issues regulations and orders pertaining to the oil and gas industry, the pipeline industry, the coal industry, the electrical energy industry, and other matters which come within its jurisdiction, conducts inspections, studies, investigations and hearings, prepares reports, collects, summarizes, evaluates and publishes data, and assesses and taxes oil and gas properties.
- 2 TECHNICAL ASSISTANT TO THE CHAIRMAN—Assists the Chairman with a variety of technical and administrative matters.
- 3 BOARD SOLICITOR—Provides legal advice and assistance to the board and acts as chairman of an Applications Advisory Group which advises the board on routine applications.
- 4 STAFF ENGINEER—Responsible for a number of board publications, serves as acting board member on appointment and acts as a consultant to oil and gas field inspection programs.
- 5 MANAGER, DATA PROCESSING DEPARTMENT—Responsible for the administration of departmental functions, including systems planning and design, program development and procurement of computer services through outside time-sharing, in-house capabilities and AGS Calgary Data Centre.
- 6 ASSISTANT MANAGER, DATA PROCESSING DEPARTMENT—Assists the manager in administering the department, and is responsible for the programming and systems sections.
- 7 SUPERVISOR, MAINTENANCE AND TECHNICAL SUPPORT—Supervises maintenance programming and technical support groups.
- 8 SUPERVISOR, DEVELOPMENT PROGRAMMING—Supervises new development programming groups.
- 9 SUPERVISOR, SYSTEMS ANALYSIS—Supervises the system analysis group.
- 10 MANAGER, ADMINISTRATIVE AND FINANCIAL SERVICES—Administers, coordinates and controls the operations of the department which is concerned with all aspects of board administration including accounting, office services, assessment and taxation.
- 11 ASSISTANT MANAGER, ACCOUNTING—Responsible for the administration of financial accounting, production and well records, statistics and purchasing operations.
- 12 ASSISTANT MANAGER, ADMINISTRATIVE SERVICES—Responsible for the administration of printing operations, word processing, drafting, library, information services, department systems and procedures.
- 13 ASSISTANT MANAGER, ASSESSMENT—Responsible for the development of assessment procedures, the preparation of any assessment and taxation under the board's responsibility and under the Freehold Mineral Taxation Act for Energy and Natural Resources.
- 14 MANAGER, ECONOMICS DEPARTMENT—Administers and coordinates cost/benefit, social impact and other economic analysis, the compilation of statistics and the preparation of forecasts for population projection and demand and supply of oil, gas, coal and electric energy, and prepares the monthly oil proration order.
- 15 MANAGER, EMPLOYEE RELATIONS DEPARTMENT—Responsible for recruitment, training, development and employee relations, including the administration and review of personnel policies, salaries, benefits, working conditions, educational assistance, and safety.
- 16 MANAGER, DEVELOPMENT DEPARTMENT—Responsible for developing, updating and enforcing policies and regulations regarding the drilling, completion, production and abandonment of wells, and enforcing pollution abatement standards in the corresponding field operations through the activities of the drilling and production, environment protection and field operations divisions.
- 17 ASSISTANT MANAGER, DRILLING AND PRODUCTION—Responsible for ensuring the proper location, drilling, completion, and abandonment of wells, specifying and enforcing the board's requirements for the blowout prevention equipment, casing, cementing, completion, and abandoning of oil, gas and service wells, for ensuring proper measurement and reporting of produced and injected fluids, both on a pool and individual well basis, for other matters such as effecting conservation, subsurface disposal of waste liquids and produced water, and approval and surveillance of multizone well completions and common flow lines.
- 18 ASSISTANT MANAGER, FIELD OPERATIONS—Responsible for ensuring that the provisions of the Oil and Gas Conservation Act, the Pipeline Act, 1975, the regulations made under them, and various other requirements of the board are observed by the industry at the field level, and for ensuring safe operation in drilling, producing, gas processing, and pipeline activities, the accurate measurement of oil, gas and water production and injection, and control of pollution in all aspects of field operations.
- 19 ASSISTANT MANAGER, ENVIRONMENT PROTECTION—Responsible for development and administration of environmental regulations and policies pertaining to drilling, production, gas processing and pipeline operations, for coordination of environmental activities jointly involving the board, government departments or agencies and industry, and for coordination of Chemical Laboratory operations.
- 20 MANAGER, GEOLOGY DEPARTMENT—Administers, coordinates and controls the operation of the department which is responsible for all aspects of geological work, including the determination of pay and markers at wells, the identification and mapping of gas, crude oil and crude bitumen occurrences, the investigation of submissions dealing with such occurrences, the determination of well intervals eligible for benefits under the exploratory drilling incentive system, and the operation of the Core Storage Centre, and participates in selected hearings.
- 21 ASSISTANT MANAGER, REGIONAL GEOLOGY (SENIOR TECHNICAL ADVISOR)—GEOLOGY DEPARTMENT OF ENERGY AND NATURAL RESOURCES—Assumes responsibility for the work conducted by the Regional Section of the Geology Department, participates in selected hearings, assists the manager in discharging specific administrative responsibilities, including the implementation of policies on the submission and release of well data, and assumes responsibility for a variety of continuing technical work required by the division, for coordinating and allocating such work to appropriate board staff, and for liaising with staff of the division and with industry.
- 22 ASSISTANT MANAGER, RESERVES AND PLANNING—Coordinates and broadly directs the gas and crude oil reserve work undertaken in each district, investigates major reserve submissions, liaises with other departments and industry on reserve

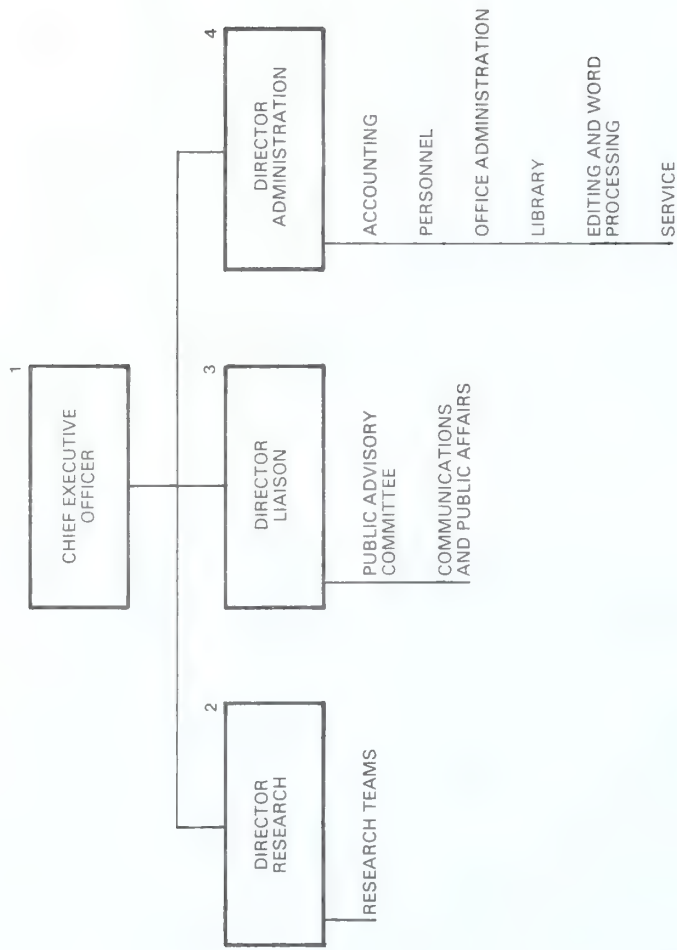


- matters, participates in selected hearings, allocates working space and equipment to staff, determines future staff requirements and plans for space expansion, directs the supervision of the clerical group, administers the department's technical proficiency program, and assists the Manager in discharging specific administrative responsibilities, including the preparation of budget forecasts.
- 23 SPECIAL STUDIES GEOLOGIST—Assumes broad responsibility for the work conducted in the Oil Sands District, participates in the investigation of important oil sands submissions and oil sands leasing matters, and supervises the preparation of the "oil sands well data file", functions as departmental specialist on computer applications and equipment, systems and procedures, and meterication, liaises with industry, board and government departments, assists the Manager in discharging administrative responsibilities, and participates in selected hearings.
- 24 DISTRICT GEOLOGISTS—Responsible for all aspects of the department's technical work conducted in each of the four geographically defined districts in the province, the organization and supervision of staff, for personally discharging higher-level projects, participating in selected hearings, and maintaining liaison with board departments, other government agencies and industry.
- 25 SUPERVISOR, EXPLORATORY DRILLING INCENTIVES SECTION—Responsible for staff organization and supervision, participation in specialized activities including the processing of appeals and the application of established policies to unique circumstances, liaison with industry, the Department of Energy and Natural Resources, and the board member responsible for making decisions on appeals, and providing assistance to the Manager in formulating or revising policies on drilling incentives.
- 26 REGIONAL GEOLOGIST—Responsible for staff organization and supervision in the preparation of regional geological maps and cross-sections or the resolution of stratigraphic problems originating in the districts, liaison with staff in each district to advise on nomenclature or stratigraphic problems and to ensure that high standards in quality are met, for specialization in the use of computerized techniques in regional geology, and for providing assistance to the Manager by participating in studies on administrative matters.
- 27 ADMINISTRATOR, CORE STORAGE CENTRE—Responsible for the operation and functions of the Core Storage Centre, control of expenditures, modifications to the fees that generate revenue for the Centre, staff, equipment and building expansion requirements, budget forecasts, and liaison with industry and government agencies.
- 28 MANAGER, GAS DEPARTMENT—Responsible for administration of the department, including determining the reserves and deliverability of gas, natural gas liquids and sulphur, for regulating the processing of gas, and for assisting the board in matters related to industrial development permits and gas removal from the province.
- 29 ASSISTANT MANAGER, RESERVOIR—Responsible for the reservoir engineering work of the Gas Department, particularly the evaluation of pool reserves and deliverability and optimization of recovery.
- 30 ASSISTANT MANAGER, RESOURCES ALLOCATION AND GAS PROCESSING—Responsible for matters related to gas plant approvals, conservation of produced gas, forecasting of production and deliverability of Alberta gas and co-products, and permits for the removal of gas or the industrial use in Alberta of gas and other energy resources.
- 31 SENIOR ENGINEERING ADVISOR—Provides technical assistance to the Department of Energy and Natural Resources with regard to oil and gas royalties, lease sales and freehold mineral taxation.
- 32 MANAGER, OIL DEPARTMENT—Coordinates and administers the department which is concerned with conservation, correlative rights and documentation of basic information respecting conventional crude oil reserves and production rates.
- 33 ASSISTANT MANAGER, ADMINISTRATION—Responsible for administration of oil well allowances, maximum rate limitations, oil reserve records, concurrent production and oil well drilling spacing units regulations, forecasts of oil productive capacity, surveillance of enhanced recovery and concurrent production schemes in conventional crude oil pools.
- 34 ASSISTANT MANAGER, SPECIAL STUDIES—Provides a service function to the other sections of the Oil Department and the board, involving reservoir simulation, petrophysics, reservoir fluid properties and other studies.
- 35 ASSISTANT MANAGER, ENGINEERING—Responsible for estimating and establishing oil reserves and maximum rate limitations, appraisal of concurrent production schemes, enhanced recovery schemes, oil well drilling spacing units applications, and review of operational enhanced recovery schemes in conventional crude oil pools.
- 36 MANAGER, COAL DEPARTMENT—Administers, coordinates and controls the department, which is concerned with the conservation of coal resources and with the environmental impact of coal mining.
- 37 RESOURCE APPRAISAL SECTION—Responsible for the major continuing program of coal resource appraisal and the geological evaluation of applications of coal mine development.
- 38 ENGINEERING SECTION—Responsible for the engineering evaluation of applications for the development, operation or abandonment of coal mines and coal processing plants, and the maintenance of files, records and plans.
- 39 MANAGER, HYDRO AND ELECTRIC DEPARTMENT—Administers the department operations to ensure the efficient and economic development in the public interest of the electric utility industry in Alberta.
- 40 SENIOR ENGINEER, ELECTRIC SYSTEMS—Responsible for electric system studies statistics and data, and for a continuing review of the development and operation of the Alberta interconnected electric system.
- 41 SENIOR ENGINEER, GENERATING PLANT SECTION—Responsible for all matters relating to planning, development and operation of electric generating plants in Alberta.
- 42 SENIOR TECHNICIAN, APPLICATIONS SECTION—Responsible for the handling and processing of enquiries and applications, and for field inspections of electrical facilities.
- 43 MANAGER, PIPELINE DEPARTMENT—Administers the department, which is concerned with the economic, orderly and efficient development in the public interest of pipeline facilities in Alberta, the observance of safe practices in the construction and operation of pipelines, and the environmental impact of pipeline construction and operation.
- 44 SENIOR PROJECTS ENGINEER—Responsible for the technical evaluation of new pipeline proposals, providing technical advice to other sections and conducting special studies regarding pipeline construction and operation.
- 45 SENIOR OPERATIONS ENGINEER—Responsible for liaison with and advice to other board departments, industry and departments of government with respect to

construction and operation of pipeline facilities, and direction of the board's corrosion control and prevention programs.

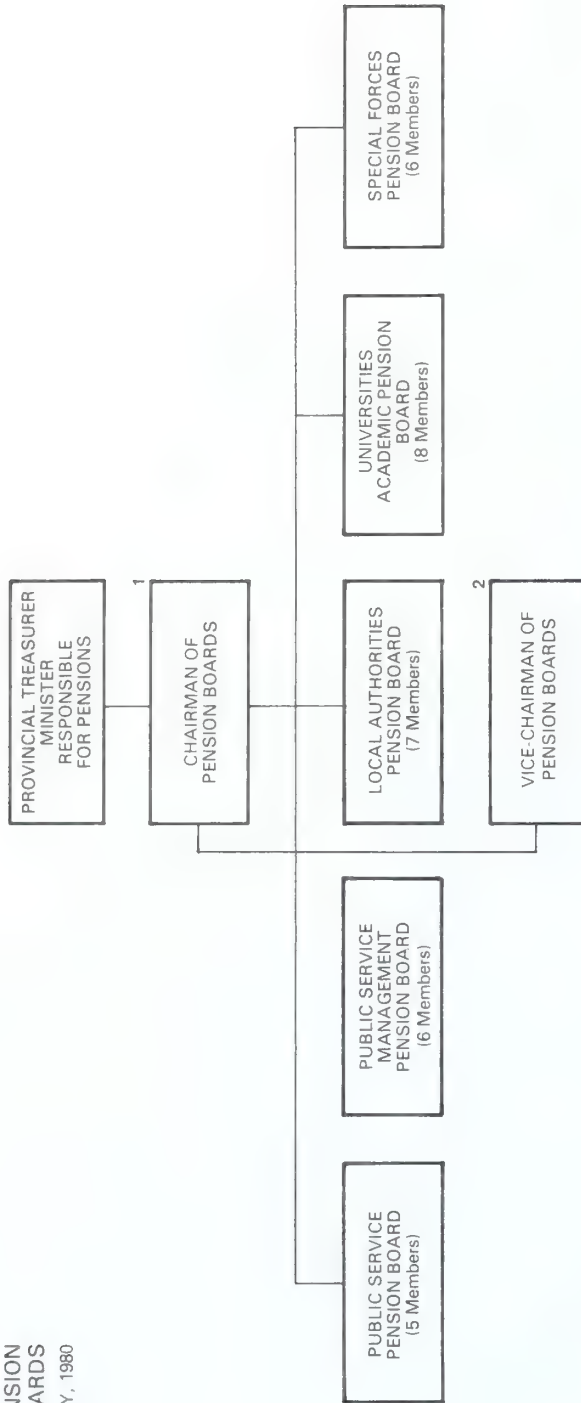
46 SUPERVISOR, PERMITS AND LICENCES—Responsible for the assessment of applications for pipeline permits and licences, issuing the permits and licences, and maintaining the pipeline record system.

47 MANAGER, OIL SANDS DEPARTMENT—Responsible for the administration and control of the department which assesses oil sands applications and reserves, and carries out surveillance of operating schemes.





- 1 **CHIEF EXECUTIVE OFFICER**—Exercises the powers of the council and performs the duties and functions of the council, and is a member and Vice-Chairman of panels constituted by the Lieutenant Governor-in-Council.
- 2 **DIRECTOR, RESEARCH**—Directs teams of research officers and is responsible for the scientific activities of the council.
- 3 **DIRECTOR, LIAISON**—Directs assistance to the Public Advisory Committees, responsible for communications, public relations and affairs.
- 4 **DIRECTOR, ADMINISTRATION**—Directs and supervises the administrative systems, financial, accounting, personnel, editing and word processing functions.



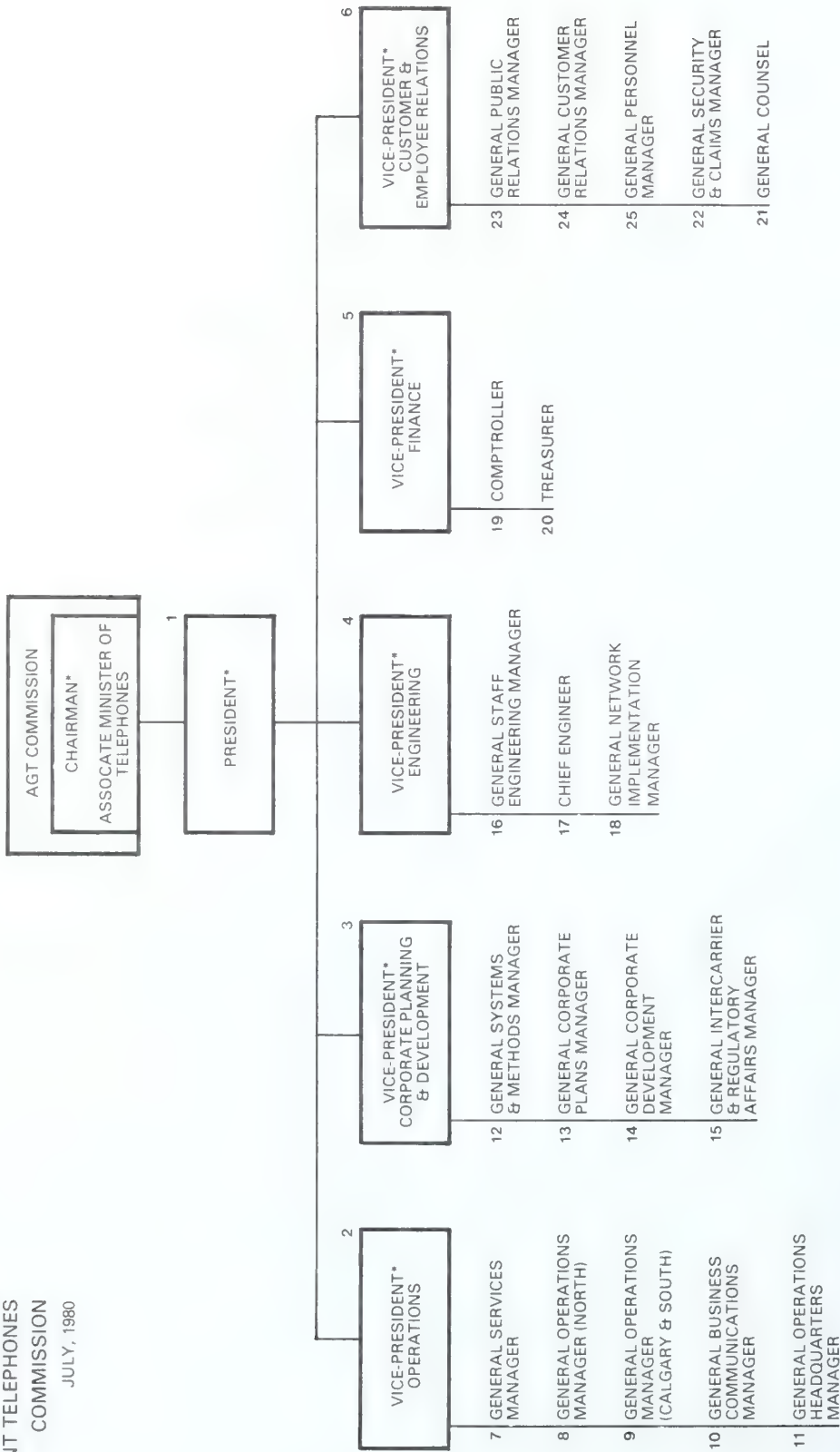
1 CHAIRMAN—Chairman of the Public Service, Public Service Management, Local Authorities, Universities Academic and Special Forces Pension Boards, responsible for development and recommendation of a broad range of policies dealing with pension programs, advises the Minister on the overall broad general policies of pension legislation in Alberta and is a member of the Alberta Teachers' Retirement Fund Board.

2 VICE-CHAIRMAN—Assisting the Chairman and assuming the duties of the Chairman during the Chairman's absence, responsible for the accurate recording of boards meetings minutes, dissemination of boards' regulations, rulings and resolutions and the preparation of annual reports pursuant to the Pension Acts, for providing statistical data for the Minister and Chairman, and for the maintenance of comprehensive informational programs for members and employers covered by six different pension plans.



GOVERNMENT TELEPHONES  
COMMISSION

JULY, 1980



OTHER MEMBERS OF AGT COMMISSION ARE:

- MINISTER OF UTILITIES & TELEPHONES
- DEPUTY MINISTER OF UTILITIES & TELEPHONES
- DEPUTY PROVINCIAL TREASURER
- PRIVATE BUSINESS REPRESENTATIVES

NOTE: \* INDICATES AGT COMMISSION MEMBERS



- 1 **PRESIDENT**—Responsible for organizing, directing and controlling all AGT corporate planning and development, operations, engineering and construction, finance, administration and customer and employee relations, presides at all Executive Office Committee meetings and at commission meetings in the absence of both the Associate Minister of Telephones—Chairman and the Minister of Utilities and Telephones—Vice-Chairman, reports progress to and maintains contact with the Chairman and the Cabinet, and directs and administers the public and employee information activities.
- 2 **VICE-PRESIDENT, OPERATIONS**—Directs and administers all commercial, traffic, plant and business communications operations, and is responsible for developing and implementing policies and procedures that ensure effective provision of service to the commission's customers.
- 3 **VICE-PRESIDENT, CORPORATE PLANNING AND DEVELOPMENT**—Directs and administers corporate planning and development, systems and methods, and legal activities, intercarrier and regulatory affairs activities, develops and initiates requests for change or establishment of company policies based on technological, economic, sociological and political trends and developments in the commission's environment.
- 4 **VICE-PRESIDENT, ENGINEERING**—Directs and administers engineering activities in the standardization, technical development, planning, design, equipment engineering, installation and acceptance of the total AGT network and buildings, and directs and administers ancillary functions associated with the network, including circuit and network provisioning, technical training, capital budget preparation and municipal assessment.
- 5 **VICE-PRESIDENT, FINANCE**—Directs and administers the financial activities in Alberta Government Telephones including accounting, treasury and internal audits, and, as chairman of the AGT Pension Board, directs the day to day administration of the Employee's Pension and Death Benefit Plan and the management of the Pension Fund Investment Portfolio.
- 6 **VICE-PRESIDENT, CUSTOMER AND EMPLOYEE RELATIONS**—Directs and administers policy guidance to the Public Relations, Customer Relations, Personnel and Security departments, and coordinates good customer relations throughout the commission.
- 7 **GENERAL SERVICES MANAGER**—Responsible for managing the building, vehicle, supply and purchasing functions.
- 8 **GENERAL OPERATIONS MANAGER (NORTH)**—Responsible for managing the district traffic, commercial plant and outside plant line staff within the North Division.
- 9 **GENERAL OPERATIONS MANAGER (CALGARY & SOUTH)**—Responsible for managing the division and district plant, outside plant, commercial and traffic line staff within the South Division.
- 10 **GENERAL BUSINESS COMMUNICATIONS MANAGER**—Responsible for managing the marketing, installation, operation and maintenance of telecommunications services that are separate and distinct from straight telephone facilities.
- 11 **GENERAL OPERATIONS HEADQUARTERS MANAGER**—Responsible for providing advice and assistance to the operations line management in the development, introduction and implementation of new policies, procedures and techniques for improvement of service and maintenance of equipment.
- 12 **GENERAL SYSTEMS AND METHODS MANAGER**—Responsible for managing the multi-discipline staff responsible for systems development, customer services, administration and finance, network services, systems integration and systems operations.
- 13 **GENERAL CORPORATE PLANS MANAGER**—Responsible for managing the staff involved in statistics and economic analysis as well as providing senior management with descriptive data characterizing the future technological, social, physical and political environment for the commission.
- 14 **GENERAL CORPORATE DEVELOPMENT MANAGER**—Responsible for managing the staff and general engineers responsible for supervising the establishment of rates and tariffs, depreciation and costs, corporate technical planning and market research planning and development.
- 15 **GENERAL INTERCARRIER AND REGULATORY AFFAIRS MANAGER**—Responsible for managing the staff and general supervisors whose prime responsibilities are the administration, initiation, direction, control of negotiations and coordination of policies and activities pertaining to intercarrier affairs, the interpretation and application of interchange settlement procedures, and for coordination and liaison with federal and provincial governments on telecommunication policy matters.
- 16 **GENERAL STAFF ENGINEERING MANAGER**—Responsible to the Vice-President, Engineering for directing staff engaged in establishing and maintaining methods, practices and procedures, providing administration, budgeting, training and other services, evaluating and standardizing necessary systems, equipment and materials, technical planning for the introduction and acceptance of equipment into the system, carrying out quality audits and quality assurance for AGT and for maintaining and updating taxation assessments for the system.
- 17 **CHIEF ENGINEER**—Responsible to the Vice-President, Engineering for directing those engineering forces involved in the long range planning and technological development of the total network, for the current planning and design related to central office equipment and buildings for the company, and for the utility coordination between other companies and the commission.
- 18 **GENERAL NETWORK IMPLEMENTATION MANAGER**—Responsible to the Vice-President, Engineering for directing the administration of projects, the administration of circuits, facilities and plug-in equipment, the preparation and administration of central office and major customer services equipment specifications and records, and for the installation and acceptance of that equipment.
- 19 **COMPTROLLER**—Manages the staff responsible for accounting, methods, administration and preparation of financial and other reports, and processing of all expenditures, and directs the development, implementation and maintenance of accounting and commission practices and procedures.
- 20 **TREASURER**—Responsible for the financial transactions of the commission's funds and for managing the continuous development of the audit function as well as the current internal audit program.
- 21 **GENERAL COUNSEL**—Responsible for the determination, recommendation, dissemination, and representation of all legal matters relating to the commission, for

managing and administering real estate purchases, sales and leases, and for investigating, assessing and negotiating recovery of claims made on behalf of the commission.

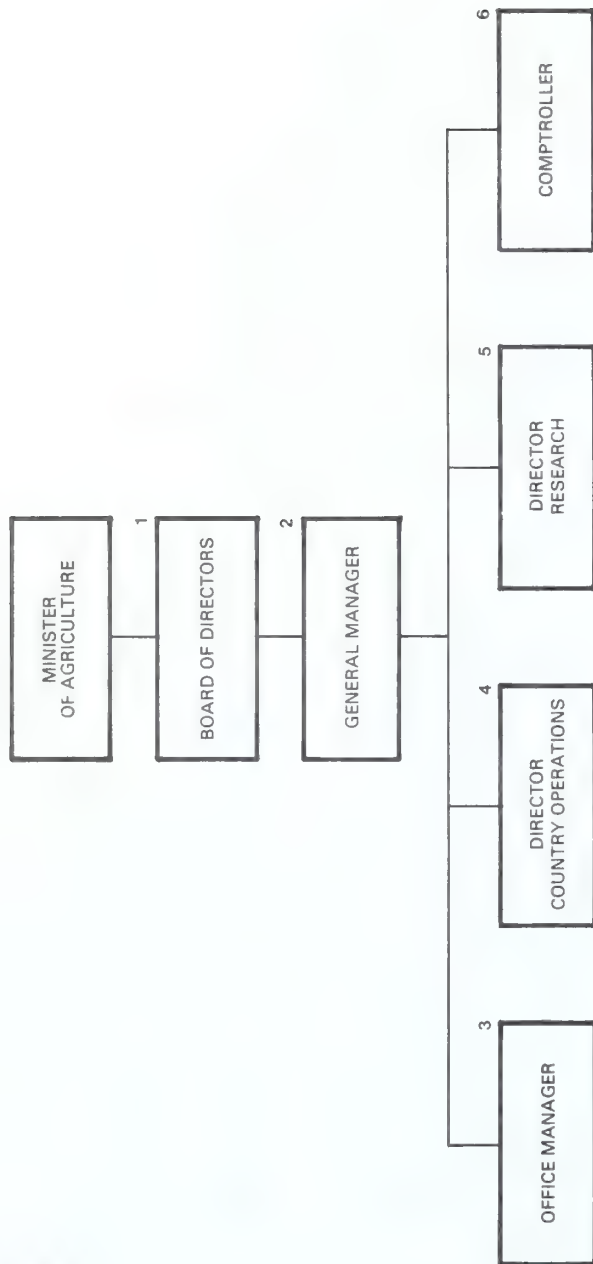
22 GENERAL SECURITY AND CLAIMS MANAGER—Responsible for managing the overall security functions of the commission.

23 GENERAL PUBLIC RELATIONS MANAGER—Responsible for managing the staff in public relations, advertising and displays areas.

24 GENERAL CUSTOMER RELATIONS MANAGER—Analyzes customer service, identifying the need for improvement of service policies and facilities.

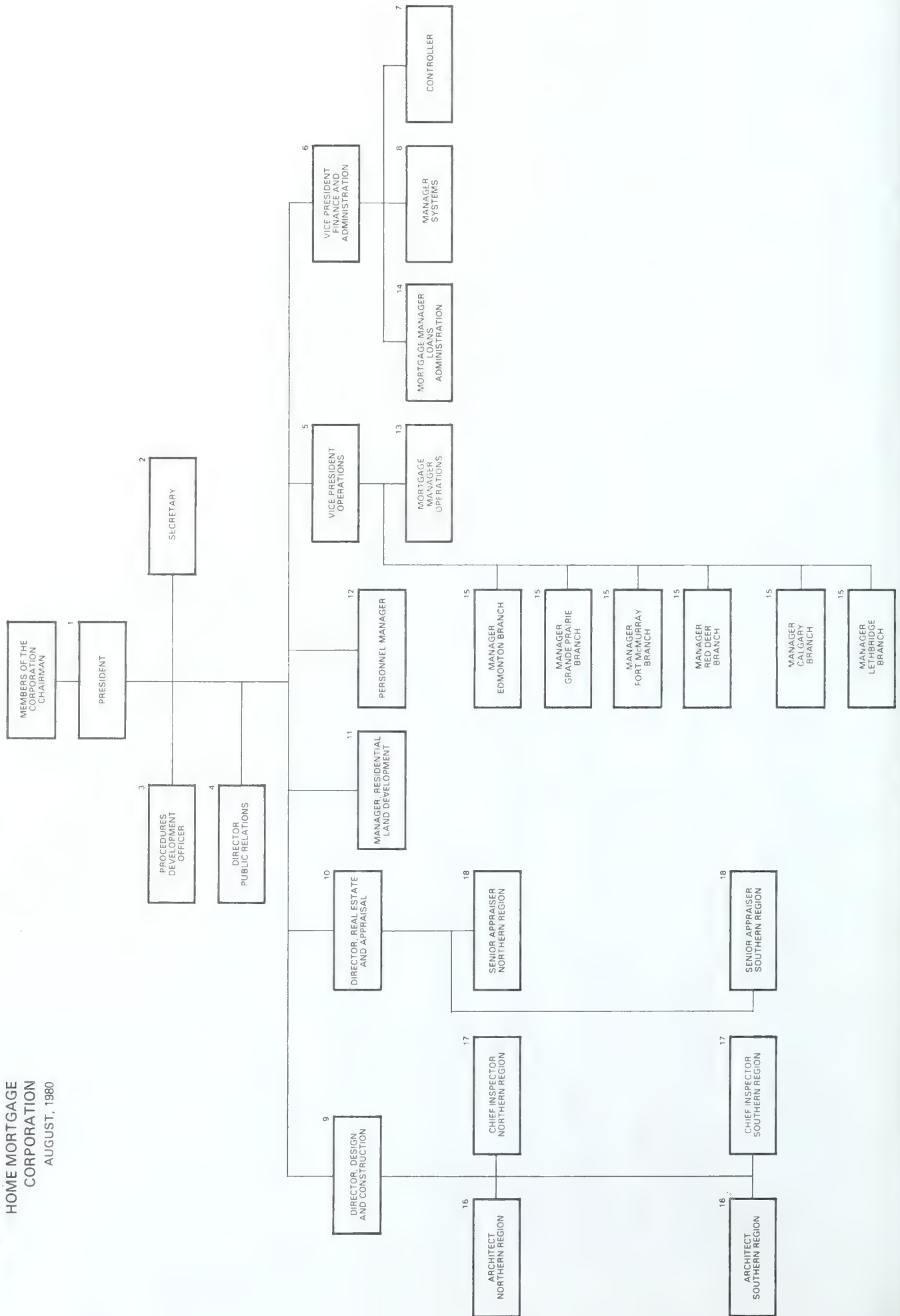
25 GENERAL PERSONNEL MANAGER—Directs staff responsible for industrial relations, personnel services, organization development, salaries and employee benefits.





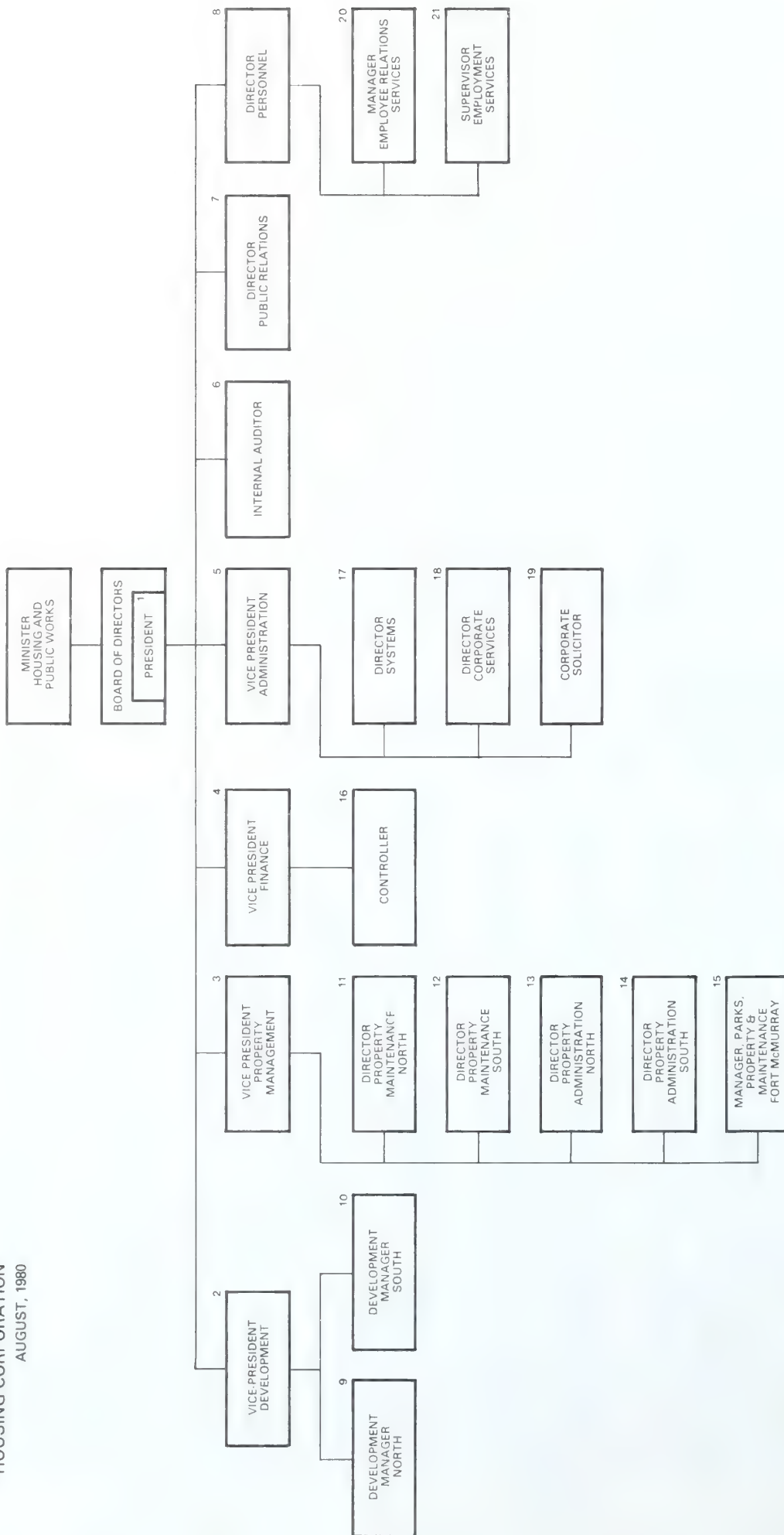


- 1 BOARD OF DIRECTORS—Responsible to the Minister of Agriculture for the administration of the Hail and Crop Insurance Act, the purpose of which is to provide farmers with hail insurance and "All-Risk" crop insurance, for establishing programs aimed at meeting the needs of grain producers and, in accordance with government policy, for regular review of the operations of the corporation, and for hearing claim appeals.
- 2 GENERAL MANAGER—Directs and coordinates day to day operations, develops, implements and evaluates programs, selects and supervises management personnel, and is responsible for investment policy.
- 3 OFFICE MANAGER—Responsible for office administration, payroll, office accommodation, office equipment and purchasing, and short term investments.
- 4 DIRECTOR, COUNTRY OPERATIONS—Plans and directs country operations including marketing and adjusting, and supervises 6 Regional Supervisors who, in turn supervise the 53 Regional Offices.
- 5 DIRECTOR, RESEARCH—Responsible for setting and reviewing coverages and rates, soil classification, maintaining statistical records, and developing and implementing programs for additional crops.
- 6 COMPTROLLER—Sets and maintains financial controls, plans and directs accounting procedures and manages staff responsible for systems development, data processing and processing of applications and claims.



- 1 **PRESIDENT**—Responsible for the administration of the Alberta Home Mortgage Corporation Act and the direction and supervision of the Alberta Home Mortgage Corporation, the primary responsibilities of which are the provision of mortgages to low and middle income families, for home ownership by way of grant or interest rate subsidy, and financing for builders to stimulate construction of affordable rental and ownership accommodation for low and middle income families, as well as senior citizens in the province.
- 2 **SECRETARY**—Provides administrative assistance to the President.
- 3 **PROCEDURES DEVELOPMENT OFFICER**—Develops and internally disseminates the corporation's lending program policies and procedures, and provides liaison with the Department of Housing and Public Works in developing appropriate lending program strategies.
- 4 **DIRECTOR, PUBLIC RELATIONS**—Provides all public relations services of the corporation and handles the advertising and media presentations for the corporation.
- 5 **VICE-PRESIDENT, OPERATIONS**—Directs and administers a system of branches throughout the province for processing loan applications, and provides progress advances of funds on properly approved and documented loans.
- 6 **VICE-PRESIDENT, FINANCE AND ADMINISTRATION**—Responsible for providing capital and operating funds to the corporation as required, the proper accounting for and control of all assets, liabilities and expenses of the corporation, and administration of all loans on repayment.
- 7 **CONTROLLER**—Manages the staff responsible for accounting, corporate services, special projects, administration and preparation of financial and other reports, and processing of all receipts and expenditures.
- 8 **MANAGER, SYSTEMS**—Responsible for designing and developing new communication and information systems including maintenance and extension of computer systems, microfilm, filing and word processing systems.
- 9 **DIRECTOR, DESIGN AND CONSTRUCTION**—Responsible for implementing and directing the architectural design and construction inspection services of the corporation on a province wide basis.
- 10 **DIRECTOR, REAL ESTATE AND APPRAISAL**—Responsible for implementing and directing the appraisal services of the corporation on a province wide basis.
- 11 **MANAGER, RESIDENTIAL LAND DEVELOPMENT**—Responsible for the development and implementation of the residential land development program of the corporation, and for providing costing and inspection input for the residential land development program, the revolving trunk servicing program and the mobile home park program.
- 12 **PERSONNEL MANAGER**—Responsible for the administration of all staff related functions in the corporation, maintaining and developing staff training programs, organizing and setting recruiting practices, wage administration, job classification and dealing with union on negotiations.
- 13 **MORTGAGE MANAGER, OPERATIONS**—Provides a close liaison with all of the corporations's branch offices and is responsible for auditing branch approvals, mortgage security documentation, advancing and placing loans on repayment.

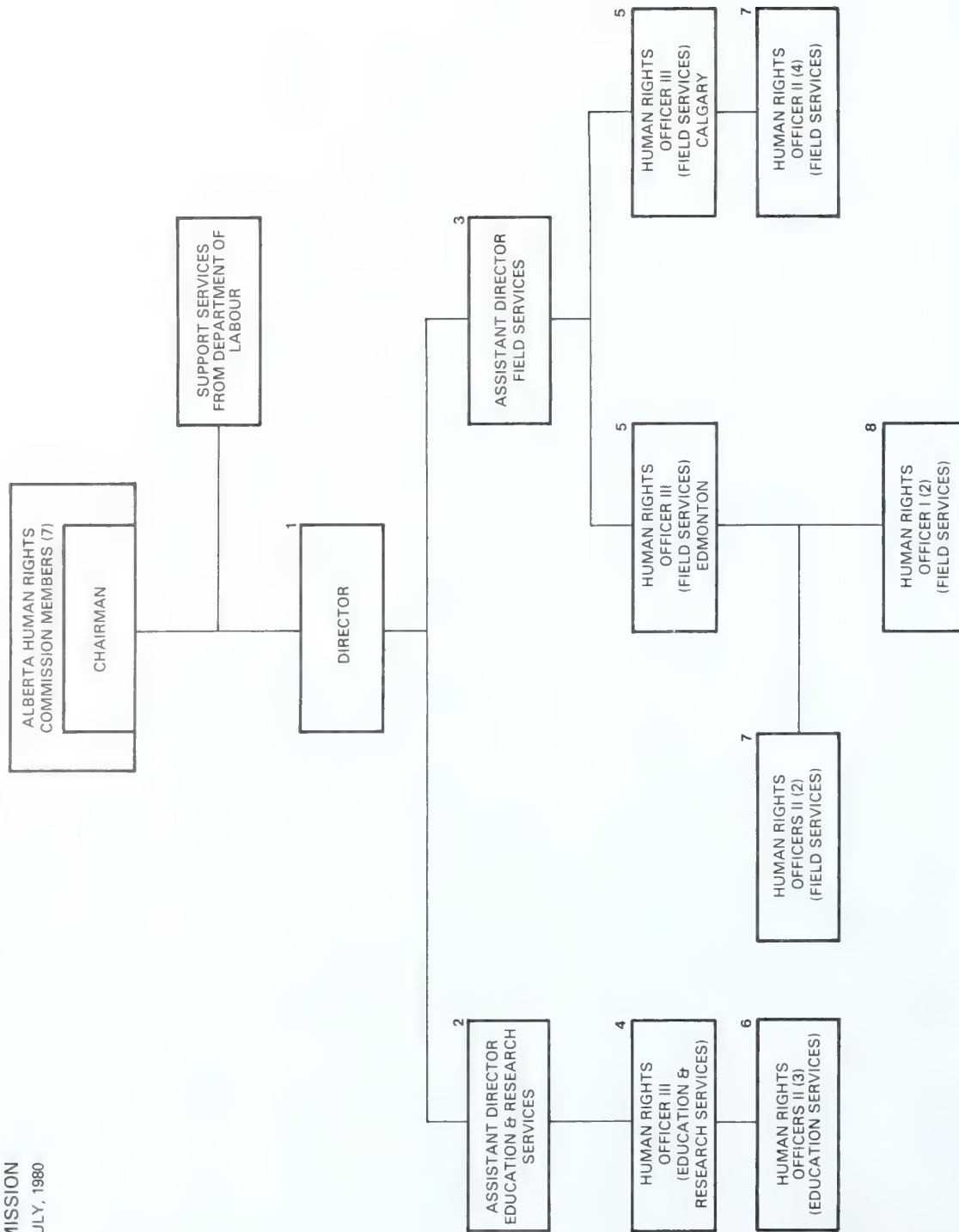
- 14 **MORTGAGE MANAGER, LOANS ADMINISTRATION**—Responsible for developing and maintaining the various administrative procedures required in servicing the loans placed under the various programs of the corporation including arrears follow up, discharge and assumption statements, renewals, income reviews and rent reviews.
- 15 **BRANCH MANAGERS**—Responsible for receiving, processing and recommending loan applications under the various lending programs of the corporation.
- 16 **ARCHITECTS, NORTHERN REGION AND SOUTHERN REGION**—Provide design, design review and developer liaison services for the corporation.
- 17 **CHIEF INSPECTORS, NORTHERN REGION AND SOUTHERN REGION**—Provide construction inspection services for the corporation.
- 18 **SENIOR APPRAISERS, NORTHERN REGION AND SOUTHERN REGION**—Provide appraisal services for the corporation.



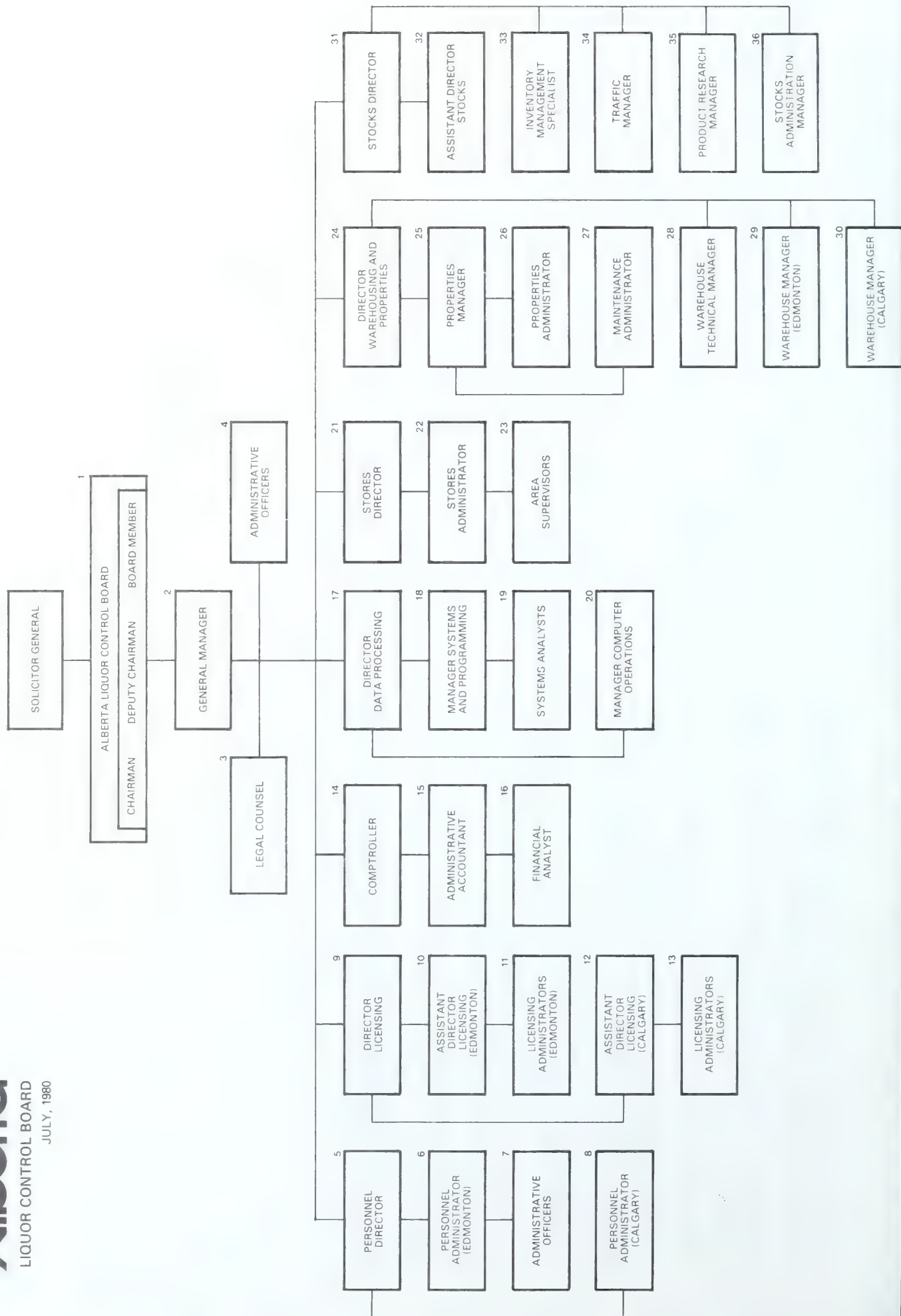


- 1 PRESIDENT—Responsible for the administration of the Alberta Housing Act through the operation of Alberta Housing Corporation.
- 2 VICE-PRESIDENT, DEVELOPMENT—Responsible for land acquisition, design and construction of projects throughout the province.
- 3 VICE-PRESIDENT, PROPERTY MANAGEMENT—Responsible for the rental and maintenance of properties and buildings owned or constructed by the corporation throughout the province.
- 4 VICE-PRESIDENT, FINANCE—Responsible for financial administration of the corporation's assets.
- 5 VICE-PRESIDENT, ADMINISTRATION—Responsible for providing legal, computer, purchasing and leasing services for the corporation.
- 6 INTERNAL AUDITOR—Responsible for providing an independent appraisal within the corporation of accounting, financial and other operations.
- 7 DIRECTOR, PUBLIC RELATIONS—Responsible for the preparation and dissemination of all media relating to the policies and proposals of the corporation.
- 8 DIRECTOR, PERSONNEL—Responsible for the corporation's personnel administration program, training and recruitment.
- 9 DEVELOPMENT MANAGER—NORTH—Responsible for directing the functions of land acquisition, design and construction of projects within the territory.
- 10 DEVELOPMENT MANAGER—SOUTH—Responsible for directing the functions of land acquisition, design and construction of projects within the territory.
- 11 DIRECTOR, PROPERTY MAINTENANCE—NORTH—Responsible for the continuing maintenance of properties owned by the corporation within the territory.
- 12 DIRECTOR, PROPERTY MAINTENANCE—SOUTH—Responsible for the continuing maintenance of properties owned by the corporation within the territory.
- 13 DIRECTOR, PROPERTY ADMINISTRATION—NORTH—Responsible for the lease or rental of properties and buildings owned or constructed by the corporation within the territory.
- 14 DIRECTOR, PROPERTY ADMINISTRATION—SOUTH—Responsible for the lease or rental of properties and buildings owned or constructed by the corporation within the territory.
- 15 MANAGER, PARKS, PROPERTY AND MAINTENANCE—FORT McMURRAY—Responsible for the rental and maintenance of property and buildings owned or constructed by the corporation in the Fort McMurray region.
- 16 CONTROLLER—Responsible for directing the financial operation of corporate accounting, project accounting, financial analysis and budgeting.
- 17 DIRECTOR, SYSTEMS—Responsible for directing the functions of systems design, methods and data control for the corporation.
- 18 DIRECTOR, CORPORATE SERVICES—Responsible for corporation office space, leasing, improvements and purchasing procedures.

- 19 CORPORATE SOLICITOR—Responsible for legal matters relating to the operation of the corporation.
- 20 MANAGER, EMPLOYEE RELATIONS SERVICES—Responsible for negotiating collective agreements, administration of agreements, employee grievances, employee benefits and position establishment.
- 21 SUPERVISOR, EMPLOYMENT SERVICES—Responsible for the recruitment and selection process.



- 1 DIRECTOR—In conjunction with the Human Rights Commission Chairman and members, the Director participates in the development of commission policy and is responsible for directing the activities of the commission staff.
- 2 ASSISTANT DIRECTOR, EDUCATION AND RESEARCH SERVICES—Plans, directs and coordinates the educational and research functions of the commission throughout the province.
- 3 ASSISTANT DIRECTOR, FIELD SERVICES—Directs, coordinates and evaluates the investigative activities of the commission throughout the province.
- 4 HUMAN RIGHTS OFFICER III (EDUCATION AND RESEARCH SERVICES)—Plans and coordinates the public education program throughout the province, supervises staff in the development and delivery of projects and provides administrative direction to the program area.
- 5 HUMAN RIGHTS OFFICERS III (FIELD SERVICES)—Organize and coordinate investigative activities in a major region, supervise implementation of policies and procedures and have responsibility for the field training of officers in the region.
- 6 HUMAN RIGHTS OFFICERS II (EDUCATIONAL SERVICES)—Promote the aims and objectives of the Individual's Rights Protection Act through developing and presenting public education materials and programs.
- 7 HUMAN RIGHTS OFFICERS II (FIELD SERVICES)—Similar work to the Human Rights Officer I but a greater level of complexity and with greater independence of action exercised.
- 8 HUMAN RIGHTS OFFICERS I (FIELD SERVICES)—Assist with the enforcement of the Individual's Rights Protection Act by conducting investigations of complaints of discriminatory behaviour and by attempting to conciliate just settlement of cases.



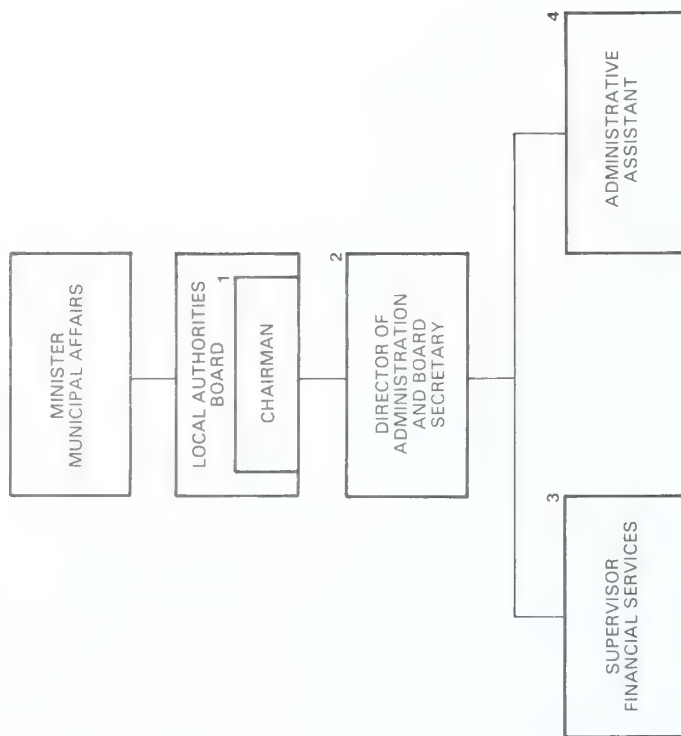


- 1 CHAIRMAN, DEPUTY CHAIRMAN, BOARD MEMBER—Responsible for the overall administration, coordination and control of all licensing, operation and departmental functions of the board, and for the administration of the Liquor Control Act, the Liquor Licensing Act, the Liquor Plebiscites Act, and the Regulations.
- 2 GENERAL MANAGER—Responsible for administration and coordination of the departments of the board, and secures and compiles data requested by the board.
- 3 LEGAL COUNSEL—Advises the board on legal matters, drafting of contracts, leases, tenders and real estate transactions, and assists in the upgrading of legislation in cooperation with the board.
- 4 ADMINISTRATIVE OFFICERS—Assist the General Manager and board on projects, and secure and compile material and data as requested.
- 5 PERSONNEL DIRECTOR—Develops and administers a comprehensive personnel program, including negotiating collective agreements, staff recruitment, employee relations, training and administration of the Collective Agreement and official pay plan.
- 6 PERSONNEL ADMINISTRATOR (EDMONTON)—Assists the Personnel Manager, and operates a continuous program of recruitment, selection, payroll administration and position establishments.
- 7 ADMINISTRATIVE OFFICERS—Responsible for administration of areas such as recruitment, selection, payroll, classification, training and employee relations.
- 8 PERSONNEL ADMINISTRATOR (CALGARY)—Assists the Personnel Manager in the Calgary area and southern Alberta.
- 9 DIRECTOR, LICENSING—Ensures that provisions of the Liquor Licensing Act and Regulations and board policy are complied with, in relation to licensed premises throughout the province, and acts as a liaison between law enforcement and municipal agencies and the board.
- 10 ASSISTANT DIRECTOR, LICENSING (EDMONTON)—Assists the Director with supervision of Administrators, Inspectors and office staff.
- 11 LICENSING ADMINISTRATORS (EDMONTON)—Assist in the administration, guidance and control of all licensed premises.
- 12 ASSISTANT DIRECTOR, LICENSING (CALGARY)—Assists the Director with supervision of Administrators, Inspectors and office staff.
- 13 LICENSING ADMINISTRATORS (CALGARY)—Assist in the administration, guidance and control of all licensed premises.
- 14 COMPTROLLER—Directs, formulates and recommends the financial policy and activity of the board, supervises the bottle return system, establishes the accounting, budget and internal control systems of the board, and directs the preparation of related financial statements.
- 15 ADMINISTRATIVE ACCOUNTANT—Supervises accounting program and staff, coordinates data processing applications and data control for department, approves expenditures and accounting entries in accordance with established policies, ensures system of internal control is in effect and all revenues accounted for, and supervises and reviews financial statements.

- 16 FINANCIAL ANALYST—Responsible for special studies research, assists Comptroller in final preparation of reports, and reviews and makes recommendations concerning implication and effect of financial policies of the board.
- 17 DIRECTOR, DATA PROCESSING—Administers the overall activities of the electronic data processing facility, making technical decision regarding equipment selection and operational decisions concerning systems analysis, operations and the coordination of activities with other departments.
- 18 MANAGER, SYSTEMS AND PROGRAMMING—Administers the activities of the systems analysis and programming section of the Electronic Data Processing Department in the design and development of new systems or systems improvement, and participates in equipment analysis, feasibility studies and systems planning.
- 19 SYSTEMS ANALYSTS—Responsible for the analysis of new and existing systems for board applications.
- 20 MANAGER, COMPUTER OPERATIONS—Responsible for the scheduling and operation of the computer and peripheral data processing equipment, as well as controlling the completeness and accuracy of work being produced by the operations section of the Electronic Data Processing Department.
- 21 STORES DIRECTOR—Administers the overall operation of board retail outlets located throughout the province, and reviews the need for new stores and renovation of existing stores.
- 22 STORES ADMINISTRATOR—Assists the Stores Director with the operation of retail liquor and beer stores.
- 23 AREA SUPERVISORS—Assist the Stores Administrator in applying policies and procedures in all liquor and beer stores in the province.
- 24 DIRECTOR, WAREHOUSING AND PROPERTIES—Administers the overall operation of board warehouses, the leasing, purchase and disposal of property, and the construction, renovation, maintenance and custody of board properties.
- 25 PROPERTIES MANAGER—Assists the Director in the management of all board properties, and supervises the properties and maintenance programs.
- 26 PROPERTIES ADMINISTRATOR—Assists the Properties Manager in real estate negotiations, acquisition and disposal of property, and design and construction of new buildings.
- 27 MAINTENANCE ADMINISTRATOR—Assists the Properties Manager in the maintenance of all properties owned or leased by the board, and supervises the maintenance shop and head office custodial staff.
- 28 WAREHOUSE TECHNICAL MANAGER—Assists the Director in the planning, design and installation of materials handling methods and equipment and administrative procedures used in the operation of board warehouses.
- 29 WAREHOUSE MANAGER (EDMONTON)—Responsible for the operation and administration of a large liquor warehouse in Edmonton.
- 30 WAREHOUSE MANAGER (CALGARY)—Responsible for the operation and administration of a large liquor warehouse in Calgary.

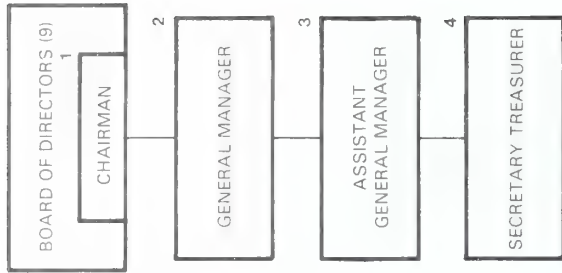
- 124 31 **STOCKS DIRECTOR**—Administers the listings and purchases of liquor, wine and beer, acts as a liaison with industry representatives, analyzes board requirements and potential public demand for various products, and supervises and controls inventories, sales, movement of merchandise and clearance of stocks in and out of bond.
- 32 **ASSISTANT DIRECTOR, STOCKS**—Assists the Stocks Director with stock purchasing, special orders, invoice payments and costing, retail pricing, consumer complaints and condition of stocks.
- 33 **INVENTORY MANAGEMENT SPECIALIST**—Responsible for all aspects of inventory planning and control, reviews and maintains stock ordering and inventory systems to ensure optimum stock levels are obtained.
- 34 **TRAFFIC MANAGER**—Arranges matters pertaining to transportation of stock, transportation, contracts, freight accounts and claims, and the transportation of employee belongings when transferred.
- 35 **PRODUCT RESEARCH MANAGER**—Conducts research on growth trends, new products, pricing and market potential, maintains a stock data bank, coordinates discontinued stock depletion and estimates prices.
- 36 **STOCKS ADMINISTRATION MANAGER**—Responsible for domestic and import purchases, special orders and the provision of office services.



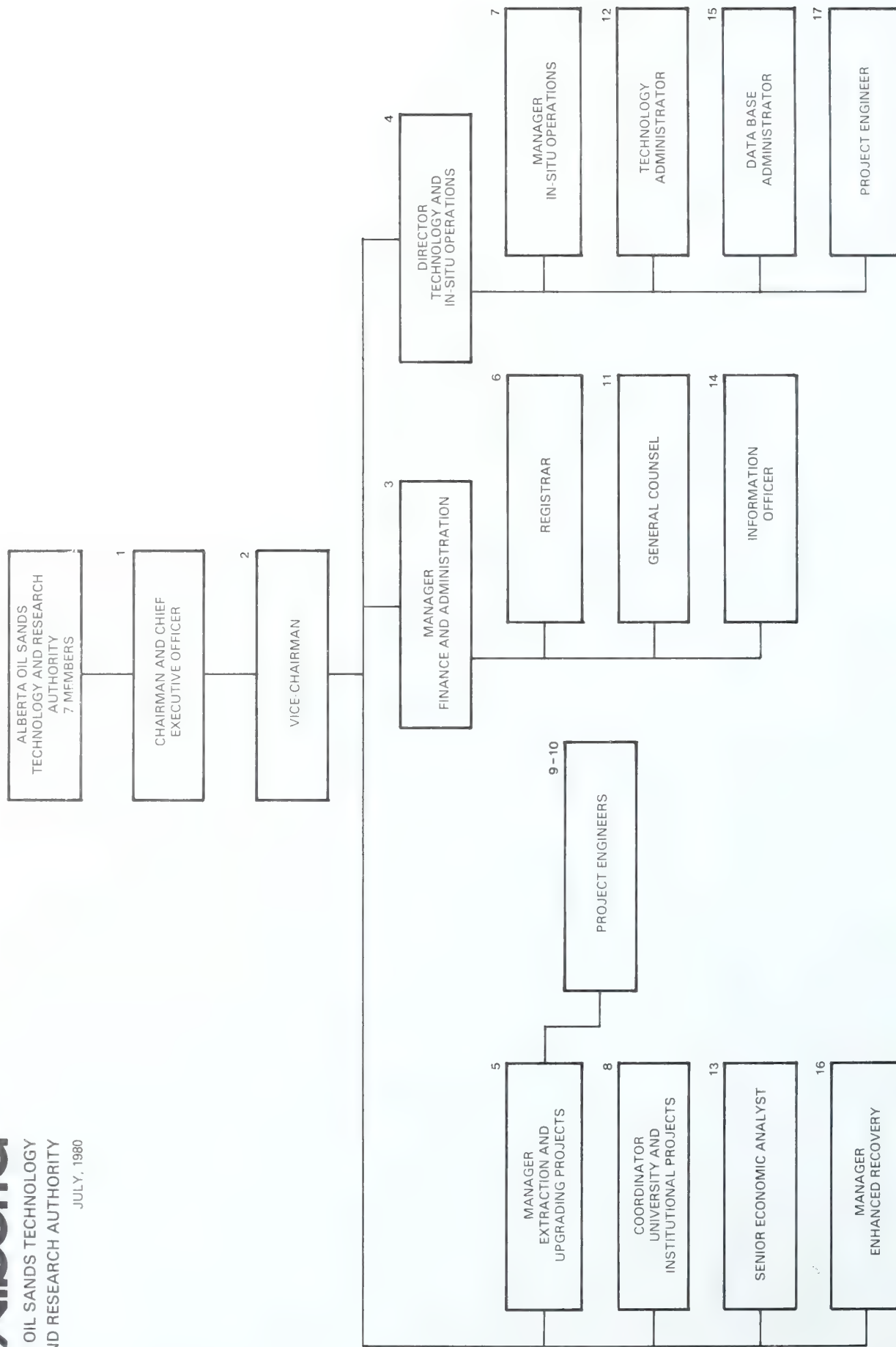




- 1 CHAIRMAN—Chairs meetings and hearings of the board and acts as chief executive to administer, coordinate and control a program to develop and sustain local autonomy respecting the development of local government in Alberta.
- 2 DIRECTOR OF ADMINISTRATION AND BOARD SECRETARY—Provides technical, budgeting and administrative services to the board and to municipalities, ensures the processing of all capital borrowing and territorial applications presented to the board and represents the board to all agencies and local governments.
- 3 SUPERVISOR, FINANCIAL SERVICES—Provides financial and accounting services to the board and controls all data on debenture issuances.
- 4 ADMINISTRATIVE ASSISTANT—Provides technical services to the board pertaining to all territorial applications.



- 1 CHAIRMAN—Presides at all meetings of the corporation.
- 2 GENERAL MANAGER—Responsible for overall direction, coordination and control of the general affairs of the board, within policy guidelines established by the board.
- 3 ASSISTANT GENERAL MANAGER—Assumes the duties of the General Manager in his absence, and is responsible for general administration of the board's program.
- 4 SECRETARY-TREASURER—Responsible for preparation and distribution of notices, agendas and minutes of all meetings of the board, for the day to day management of the financial affairs of the board including the loan portfolio, and for preparation of the corporation's annual report.





The Alberta Oil Sands Technology and Research Authority (AOSTRA) operates under an Act of the Legislature to provide the means whereby research into technological methods to obtain increased production from the oil sands, heavy oil and conventional petroleum reservoir areas of Alberta may be assisted, promoted and encouraged. The authority currently consists of seven members, appointed by the Lieutenant Governor-in-Council to administer a Research Fund to which the cabinet has to date made a total commitment of \$253 million.

1 CHAIRMAN AND CHIEF EXECUTIVE OFFICER—Appointed by the Lieutenant Governor-in-Council from among the members, acts as chief executive officer and is responsible for ensuring that the stated purposes of AOSTRA are met, and for implementing policies and programs approved by the authority.

2 VICE-CHAIRMAN—Appointed by the Lieutenant Governor-in-Council from among the members, acts as Chief Operating Officer, assists the Chairman and performs the function of Chairman in his absence.

3 MANAGER, FINANCE AND ADMINISTRATION—Responsible for the authority's financial, administrative and personnel functions, through the use and maintenance of proper accounting, reporting and auditing procedures.

4 DIRECTOR, TECHNOLOGY AND IN-SITU OPERATIONS—Responsible for licensing technology developed by the authority, and for the direction of the authority's In Situ Recovery Programs.

5 MANAGER, EXTRACTION AND UPGRADING PROJECTS—Responsible for managing AOSTRA's extraction and upgrading projects by providing expertise in the design and operation of these projects, and for the transfer of technology arising from those projects to the authority.

6 REGISTRAR—Acts as Secretary to the authority, receives all applications for financial and technical assistance, and maintains liaison between applicants and the authority.

7 MANAGER, IN-SITU OPERATIONS—Responsible for managing AOSTRA's In-Situ Recovery projects by providing expertise in the design and operation of these projects and for the transfer of technology arising from these projects to the authority.

8 COORDINATOR, UNIVERSITY AND INSTITUTIONAL PROJECTS—Responsible for AOSTRA's programs at universities and various research institutes by assisting in program selection, identifying research targets, reviewing progress reports, and by transferring results to other authority-sponsored projects.

9 PROJECT ENGINEERS—Under the direction of the Project Manager, carry out engineering studies on projects supported by the authority.

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11 GENERAL COUNSEL—Acts as general legal counsel for the authority and prepares contracts for the authority.

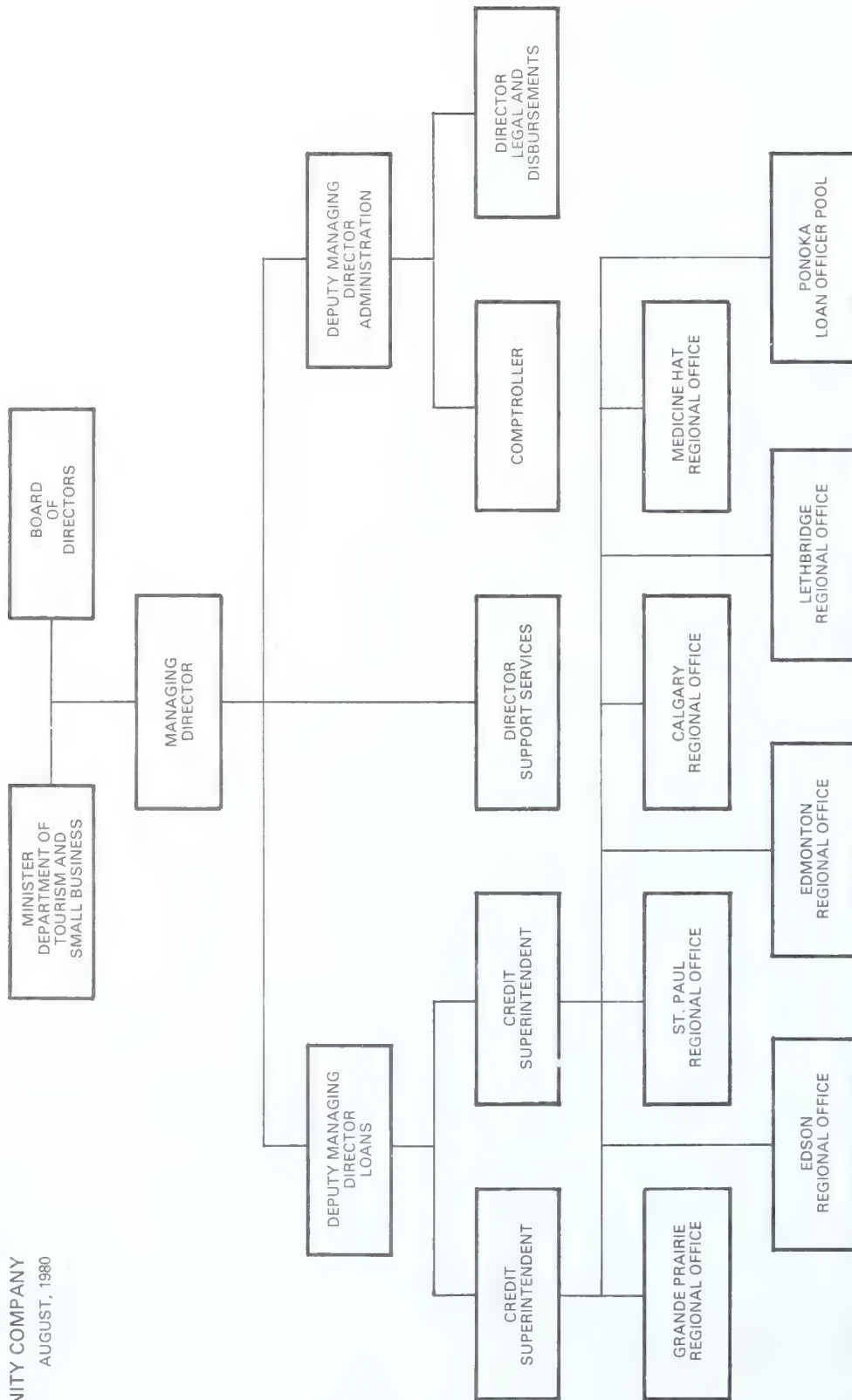
12 TECHNOLOGY ADMINISTRATOR—Responsible for assembling and licensing technology packages arising from AOSTRA's research or pilot programs.

13 SENIOR ECONOMIC ANALYST—Carries out economic feasibility studies on processes submitted to the authority, and on on-going projects at critical decision points.

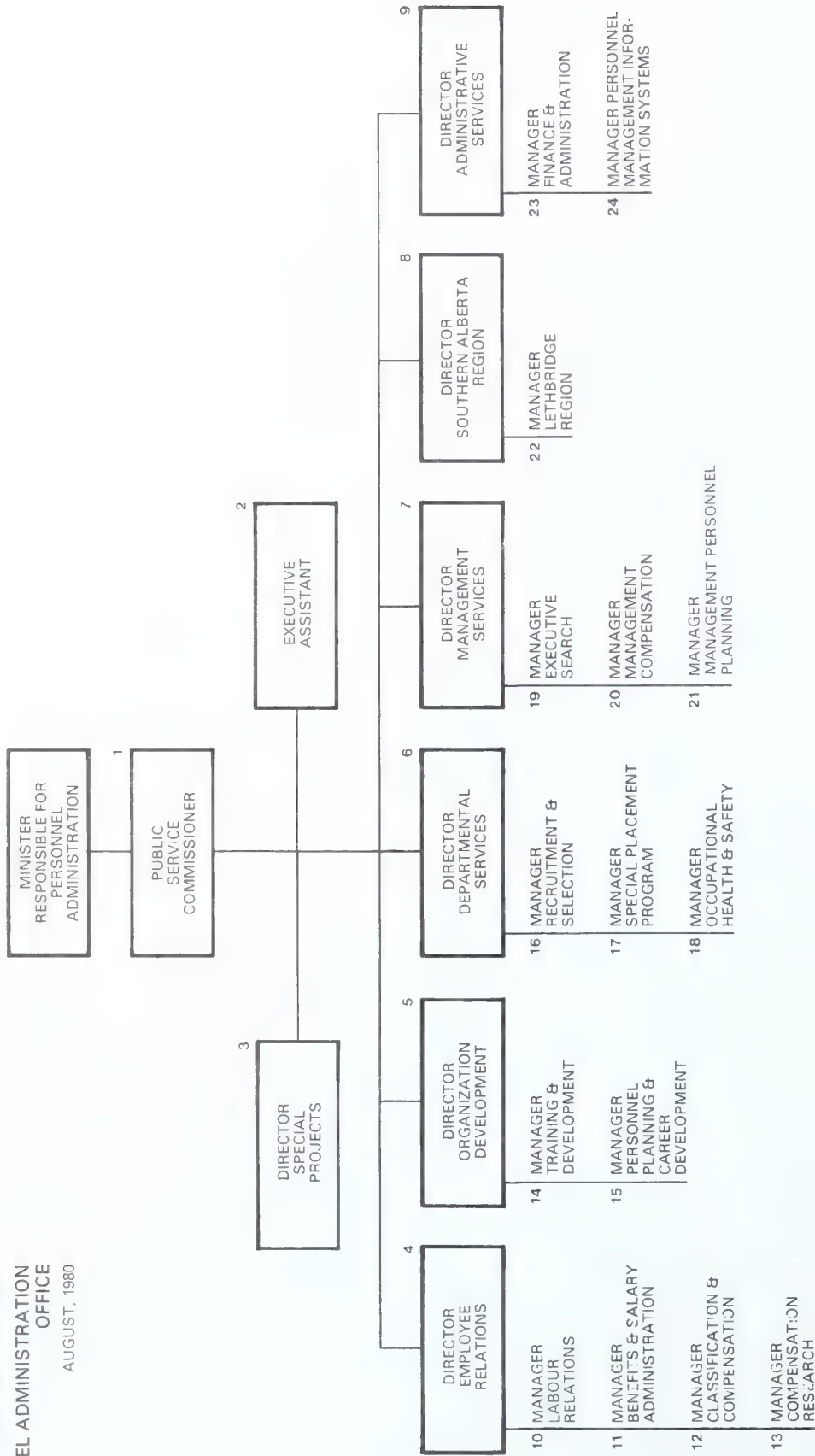
14 INFORMATION OFFICER—Responsible for the liaison of the authority with the public and for collecting and distributing information on the oil sands.

15 DATA BASE ADMINISTRATOR—Responsible for storing and retrieving technological information arising from the authority's pilot projects.

16 MANAGER, ENHANCED RECOVERY—Responsible for managing AOSTRA's enhanced recovery projects in conventional petroleum reservoirs by providing expertise in the design and operation of these projects and the transfer of technology arising from these projects to the authority.









1 PUBLIC SERVICE COMMISSIONER—Provides advice to the Minister and government on personnel policy and legislation, develops, administers and interprets personnel regulations and directives, advises and informs the Minister on all aspects of personnel administration, manages a comprehensive personnel program which is implemented through divisions of the Personnel Administration Office, and provides advice and assistance to department officials on personnel matters.

2 EXECUTIVE ASSISTANT—Provides administrative back-up to the Commissioner, and helps in the development of plans and programs.

3 DIRECTOR, SPECIAL PROJECTS—Works on projects assigned by the Commissioner, usually arising from programs which cross divisional lines or from new programs which will eventually pass to a division to administer.

4 DIRECTOR, EMPLOYEE RELATIONS—Responsible for the negotiation and administration of collective agreements, regulation development and administration, classification and pay research for bargaining unit employees.

5 DIRECTOR, ORGANIZATION DEVELOPMENT—Responsible for consulting services to departments on internal staff development or organizational development programs and for staff development, assists departments to identify needs, designs and conducts developmental programs and coordinates the use of outside training institutions, and is responsible for education leave and course subsidization policies, for coordination of employee performance appraisal, manpower planning and career assignment programs.

6 DIRECTOR, DEPARTMENTAL SERVICES—Responsible for the government's staffing program, which includes a centralized personnel advertising service and a temporary staffing program, for conducting a special program for the employment of the handicapped/disadvantaged, for the in-service Occupational Health and Safety program, and for providing job and career information to the general public and public service employees.

7 DIRECTOR, MANAGEMENT SERVICES—Responsible for the development and operation of recruitment programs for managerial positions and for consultative services to departments on selection of management personnel, oversees management classification and compensation programs, including fringe benefits and terms and conditions of employment, and directs activities in the identification of managerial manpower requirements and utilization and development of managerial resources.

8 DIRECTOR, SOUTHERN ALBERTA REGION—Develops and provides personnel administration services in the Calgary region as representative of all divisions of Personnel Administration.

9 DIRECTOR, ADMINISTRATIVE SERVICES—Provides financial, personnel, general administrative and statistical services to the Commissioner and all divisions of Personnel Administration.

10 MANAGER, LABOUR RELATIONS—Responsible for assimilating and developing recommendations for collective bargaining, acts as chief spokesman and strategist for government or Crown agencies in negotiating sessions, and carries out special assignments in all areas of employee relations as necessary.

11 MANAGER, BENEFITS AND SALARY ADMINISTRATION—Responsible for policy recommendation, interpretation and administration of personnel regulations, pay plans and employee benefit programs, and provides a consultative service to departments on the foregoing.

12 MANAGER, CLASSIFICATION AND COMPENSATION—Responsible for evaluation and classification of all bargaining unit positions, and for providing support staff to assist negotiators in the bargaining process.

13 MANAGER, COMPENSATION RESEARCH—Responsible for the Central Compensation Research program of the Personnel Administration Office and the development of reports and recommendations affecting pay related matters in support of the collective bargaining process and all other forms of pay determination undertaken for various non-bargaining groups.

14 MANAGER, TRAINING AND DEVELOPMENT—Responsible for training and staff development programs, organization development consulting, and employee performance appraisal.

15 MANAGER, PERSONNEL PLANNING AND CAREER DEVELOPMENT—Responsible for development of information and personnel planning systems for the purpose of more effective career planning and staff utilization.

16 MANAGER, RECRUITMENT AND SELECTION—Responsible for the government's recruitment and selection program, and for providing assistance and consultation to departments in recruitment and selection including market identification, special recruitment campaigns, selection standards, salary determination and selection panels.

17 MANAGER, SPECIAL PLACEMENT PROGRAM—Responsible for conducting a program to assist the handicapped/disadvantaged person in maintaining meaningful employment in the public service, and to assist in arranging for in-service transfer for employees due to medical reasons.

18 MANAGER, OCCUPATIONAL HEALTH AND SAFETY—Responsible for the direction, coordination and administration of an Occupational Health and Safety program which includes an employee health service, in-service safety program, and a diagnostic and referral program for employees with behavioral health problems.

19 MANAGER, EXECUTIVE SEARCH—Responsible for the development of market methodology, the recruitment of management personnel, the identification and assessment of the skills of the management group, and for promoting executive interchange with the private sector.

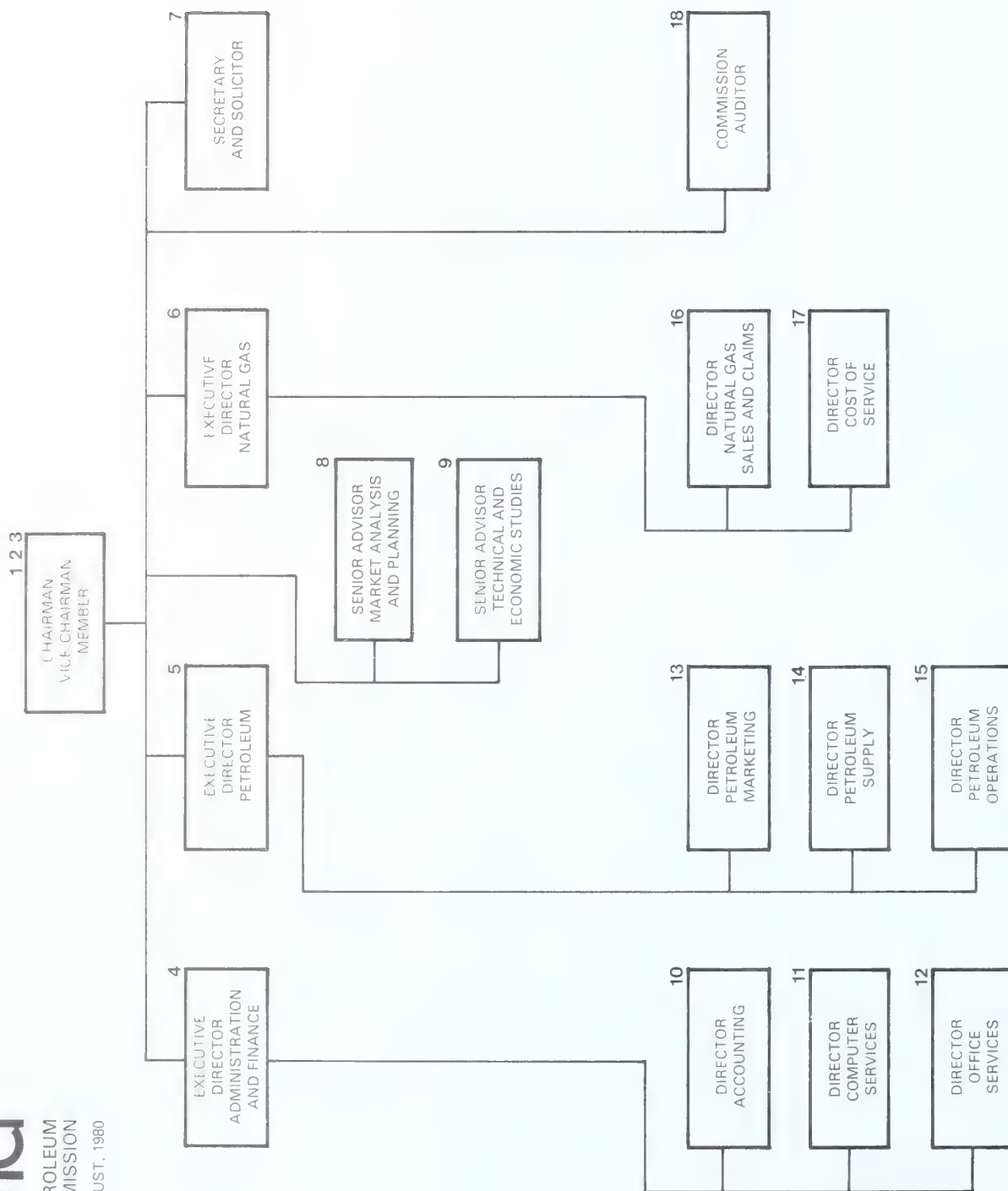
20 MANAGER, MANAGEMENT COMPENSATION—Responsible for managerial classification allocation, application of pay data to management classes, development and administration of fringe benefits, and terms and conditions of employment.

21 MANAGER, MANAGEMENT PERSONNEL PLANNING—Responsible for the development of skills and abilities of the management group, the identification of managerial manpower requirements, the action needed to meet these requirements and continual consulting requirements to ensure ongoing utilization, and development of the managerial performance appraisal system.

22 MANAGER, LETHBRIDGE REGION—Responsible for developing and providing personnel administration services in the Lethbridge region as representative of all divisions of Personnel Administration.

23 MANAGER, FINANCE AND ADMINISTRATION—Responsible for managing the department's financial and general administrative support services.

24 MANAGER, PERSONNEL MANAGEMENT INFORMATION SYSTEMS—Responsible for systems design and computer programs to meet personnel management information requirements for the Personnel Administration Office and government departments.



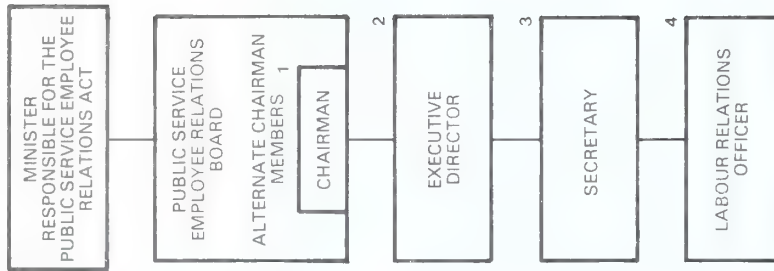


Under the Petroleum Marketing Act, the Alberta Petroleum Marketing Commission markets the Crown's royalty share and the lessee's share of all production of petroleum from Alberta Crown leases.

Under the Natural Gas Pricing Agreement Act, the commission is responsible for administering the Act, including the purchase and resale of natural gas produced in the province, distribution of monthly price adjustment arising out of the resale of gas destined for export to U.S.A. and determining the Alberta cost of service.

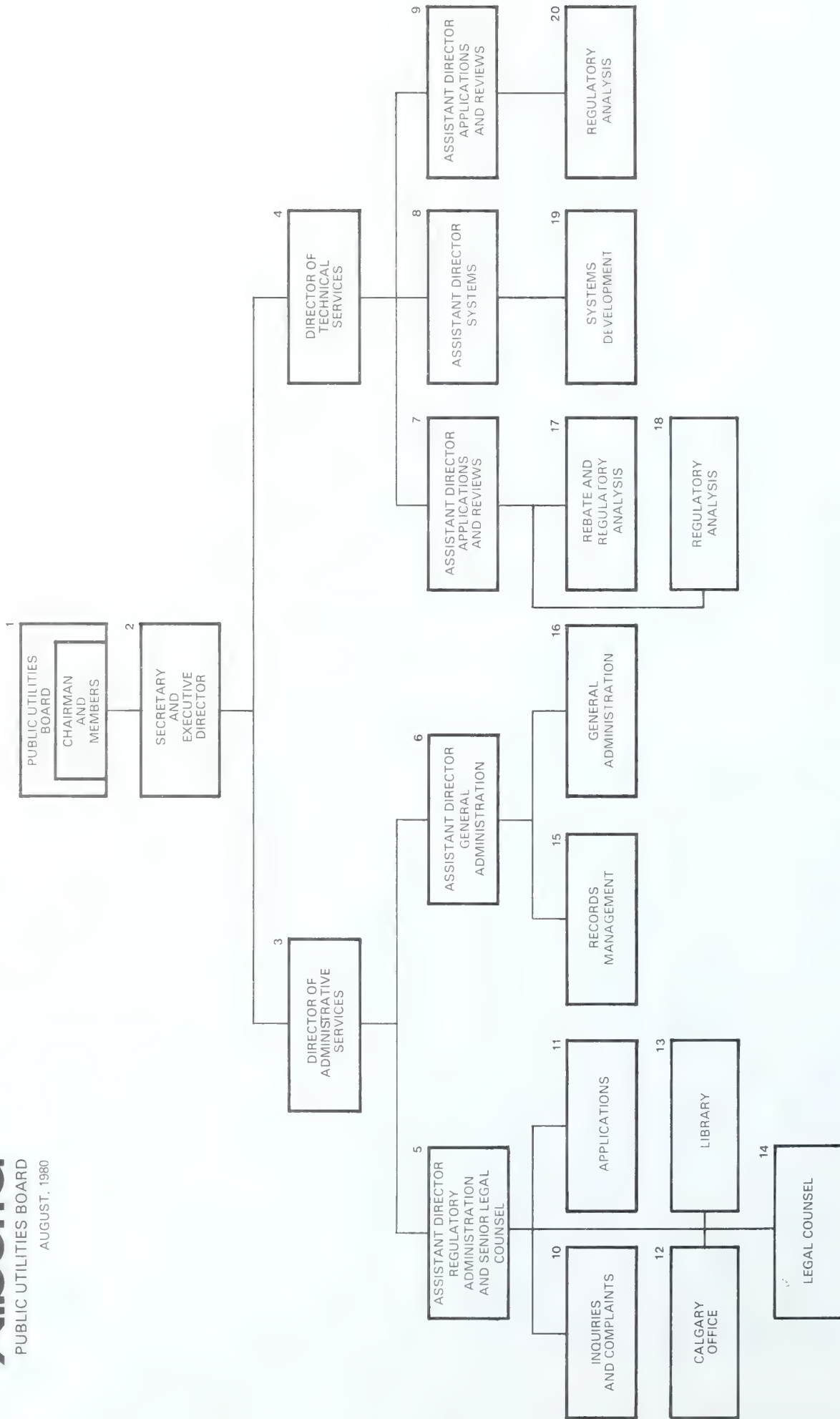
- 1 CHAIRMAN—Directs all commission activities, liaises with the Minister of Energy and Natural Resources and with other government officials and departments, and applies expertise in the area of petroleum operations in developing and implementing policy with the other commission members.
- 2 VICE-CHAIRMAN—Applies expertise in the area of administration and finance in developing and implementing policy with the other commission members.
- 3 MEMBER—Applies expertise in the area of natural gas operations, economics and planning in developing and implementing policy with the other commission members.
- 4 EXECUTIVE DIRECTOR, ADMINISTRATION AND FINANCE—Develops, implements, upgrades and administers systems for the purchasing, invoicing, sale of and payment for Alberta petroleum production, advises the commission on potential and desirable methods, initiates studies in accordance with commission requirements, develops financial forecasts and budgets, and advises on personnel and administrative requirements.
- 5 EXECUTIVE DIRECTOR, PETROLEUM Administers commission policy for all operating functions of the commission pertaining to the delivery and sale of petroleum produced from Alberta Crown leases as well as any other petroleum which is purchased by the commission including synthetic crude oil, and ensures that all relevant activities of the commission are in accordance with the provisions of the Petroleum Marketing Act.
- 6 EXECUTIVE DIRECTOR, NATURAL GAS—Administers commission policy for all operating functions of the commission pertaining to natural gas pricing, determination of sales volumes, and claims against the fund established by the Natural Gas Pricing Agreement Act, and is responsible for implementation of commission policy respecting the determination of Alberta cost of service for natural gas purchases as required by the Natural Gas Pricing Agreement Act.
- 7 SECRETARY AND SOLICITOR—Legal counsel to the commission and registrar and custodian of the official records.
- 8 SENIOR ADVISOR, MARKET ANALYSIS AND PLANNING—Advises the commission in matters relating to marketing of crude oil and natural gas, develops price and demand forecasts, undertakes studies requested by the commission into market factors and related problems, and recommends policy to the commission.
- 9 SENIOR ADVISOR, TECHNICAL AND ECONOMIC STUDIES—Advises the commission on the technical, engineering and associated economic aspects of crude oil, natural gas and other energy resources, develops supply forecasts, undertakes studies requested by the commission into quantity and quality of feedstocks available for Alberta industry, and recommends policy to the commission.

- 10 DIRECTOR, ACCOUNTING—Administers the recording, invoicing and payment for all production flowing through the commission.
- 11 DIRECTOR, COMPUTER SERVICES—Develops, evaluates and implements manual or mechanical systems handling commission functions, advises on suitable methods and methods studies, and acquires hardware and software to accommodate commission systems.
- 12 DIRECTOR, OFFICE SERVICES—Responsible for secretarial services, switchboard and receptionist services, appropriate filing systems and other support services as may be required by the commission.
- 13 DIRECTOR, PETROLEUM MARKETING—Monitors buyer requirements for Alberta petroleum, coordinates pipeline movements and commission sales of Alberta petroleum, determines petroleum stream selling prices, administers petroleum buy/sell arrangements, and maintains industry liaison on supply information.
- 14 DIRECTOR, PETROLEUM SUPPLY Monitors Crown lease petroleum deliveries from all producing batteries and single wells, develops and maintains pricing control file to verify the value of the sale of the lessee's as well as the Crown's royalty share of petroleum, maintains the Crown royalty verification system, maintains the operators' manual, and maintains industry liaison to resolve operator reporting problems.
- 15 DIRECTOR, PETROLEUM OPERATIONS—Monitors grade and quality of Alberta petroleum production, develops and maintains the commission's price bulletin for Crown petroleum, coordinates industry petroleum transportation allowance requests, and coordinates pipeline movements and commission sales of synthetic crude oil.
- 16 DIRECTOR, NATURAL GAS SALES AND CLAIMS—Administers the fund established by the Natural Gas Pricing Agreement Act, ensures validity of claims against the fund, and monitors natural gas prices and sales volumes.
- 17 DIRECTOR, COST OF SERVICE—Receives applications and recommends determinations for Alberta cost of service.
- 18 COMMISSION AUDITOR—Organizes and carries out external and internal audits of activities under the provisions of the Petroleum Marketing Act, the Natural Gas Pricing Agreement Act and as the commission may direct.





- 1 CHAIRMAN—Having the powers and authority of a department head and a deputy head for the purposes of the Public Services Act in respect of the employees under his supervision, is responsible for the administration of matters relating to collective bargaining procedures in the public sector including those hospitals, universities, colleges, corporations, commissions, boards, councils or other bodies that come under the Public Service Employee Relations Act, and is responsible for all policy, practice and application of board matters.
- 2 EXECUTIVE DIRECTOR—Directs and controls the day-to-day operations of the staff including the responsibility of the administrative systems, financial, budgetary, accounting and personnel functions of the board, is responsible for the processing of all matters brought before the board, provides assistance to board members, the government and other jurisdictions relative to the board's functions and liaises with the public, parties affected by the board's activities and the media.
- 3 SECRETARY—Responsible for the supervision of the processing of applications before the board, assembles and presents information to the board and parties affected, processes the applications of the board, provides assistance to board members and administers the staff.
- 4 LABOUR RELATIONS OFFICER—Responsible for the investigation of all matters filed with the board, investigates and endeavours to settle complaints alleging unfair practices, conducts votes directed by the board and endeavours to settle questions relative to the inclusion or exclusion from a bargaining unit of persons referred to the board.



## PUBLIC UTILITIES BOARD

FUNCTIONAL STATEMENTS—AUGUST, 1980

A quasi-judicial tribunal with powers to fix rates for and exercise general supervision over public utilities serving the public within Alberta, the board comprises not more than nine members appointed by the Lieutenant Governor-in-Council for a term of ten years, provision also exists for the Lieutenant Governor-in-Council, on the request of the Chairman, to nominate one or more persons from among whom acting members of the board may be selected, but the board shall consist of not more than twelve members during any time. The authority and jurisdiction of the board is set out in the Public Utilities Board Act, the Gas Utilities Act and various sections of 29 other statutes.

1 **CHAIRMAN**—Appointed by the Lieutenant Governor-in-Council and acting as chief executive officer, may designate any one member to preside at any sitting of the board at which he is not present, appoint two or more members to sit as a division of the board and name any person nominated by the Lieutenant Governor-in-Council as an acting member, to act on any matter properly before the board.

2 **SECRETARY AND EXECUTIVE DIRECTOR**—Responsible to the board through the Chairman for coordination of the activities of the board staff through the directors, and for overall administration and control of the general affairs of the board.

3 **DIRECTOR OF ADMINISTRATIVE SERVICES**—Responsible for the board's administrative procedures, both regulatory and administrative.

4 **DIRECTOR OF TECHNICAL SERVICES**—Plans, directs and coordinates the work of the board's technical staff, comprising a multi-disciplinary group of professional accountants, economists and engineers.

5 **ASSISTANT DIRECTOR, REGULATORY ADMINISTRATION AND SENIOR LEGAL COUNSEL**—Responsible for the procedural administration of the board's regulatory activities, coordinates and executes legal matters pertaining to the board, and coordinates the investigation of complaints from the general public regarding public utility operations, regulations or rates.

6 **ASSISTANT DIRECTOR, GENERAL ADMINISTRATION**—Responsible for the internal control systems of the board with respect to budget and expenditures, central registry procedures and equipment inventory, and for administering the board's personnel program.

7 **ASSISTANT DIRECTOR, APPLICATIONS AND REVIEWS**—Responsible for directing and coordinating a group of multi-disciplinary professionals concerned with the financial analysis of rate hearing material, the conduct of reviews of the affairs of utilities and the examination of rebate applications.

8 **ASSISTANT DIRECTOR, SYSTEMS**—Under the direction of the Director of Technical Services, undertakes special projects related to the technical aspects of the board's regulatory activities, with particular emphasis on systems development.

9 **ASSISTANT DIRECTOR, APPLICATIONS AND REVIEWS**—Responsible for directing and coordinating a group of multi-disciplinary professionals concerned with the economic analysis of rate hearing material and the conduct of reviews of the affairs of utilities.

10 **INQUIRIES AND COMPLAINTS**—Responsible for the handling of inquiries and complaints from the general public.

11 **APPLICATIONS**—Responsible for the administration of public hearings and the processing of applications of a general nature.

12 **CALGARY OFFICE**—Equipped to provide adequate regulatory contact and service to industry and the public in southern Alberta.

13 **LIBRARY**—Responsible for the maintenance of the board's legal and regulatory reference books, and for providing information to members and staff.

14 **LEGAL COUNSEL**—Under the direction of the board's Senior Legal Counsel, undertakes legal research and interpretation, advising members of the board and staff on legal matters pertaining to the board's jurisdiction.

15 **RECORDS MANAGEMENT**—Responsible for the provision of records management services to members and staff.

16 **GENERAL ADMINISTRATION**—Provides liaison with government departments and is responsible for expenditure control and personnel administration.

17 **REBATE AND REGULATORY ANALYSIS**—A group of accounting trained clerical staff charged with the examination and review of gas supply contracts, the rates and the accounts of all gas utilities seeking rebates under the Natural Gas Rebates Act, as a result of whose examination, the board is able to issue certificates which validate the release of rebates sought or such other amounts as examination indicates are appropriate.

18 **REGULATORY ANALYSIS**—Multi-disciplinary groups of professionals including & accountants, lawyers, engineers, and economists charged with the examination, 20 analysis and evaluation of technical evidence submitted by applicants and intervenors during a rate hearing, the detailed review of the affairs, earnings and accounts of each owner of a public utility, and the conduct of special technical studies.

19 **SYSTEMS DEVELOPMENT**—Responsible for carrying out special projects with particular emphasis on systems development which will assist members and staff in the analysis of utility rate applications.

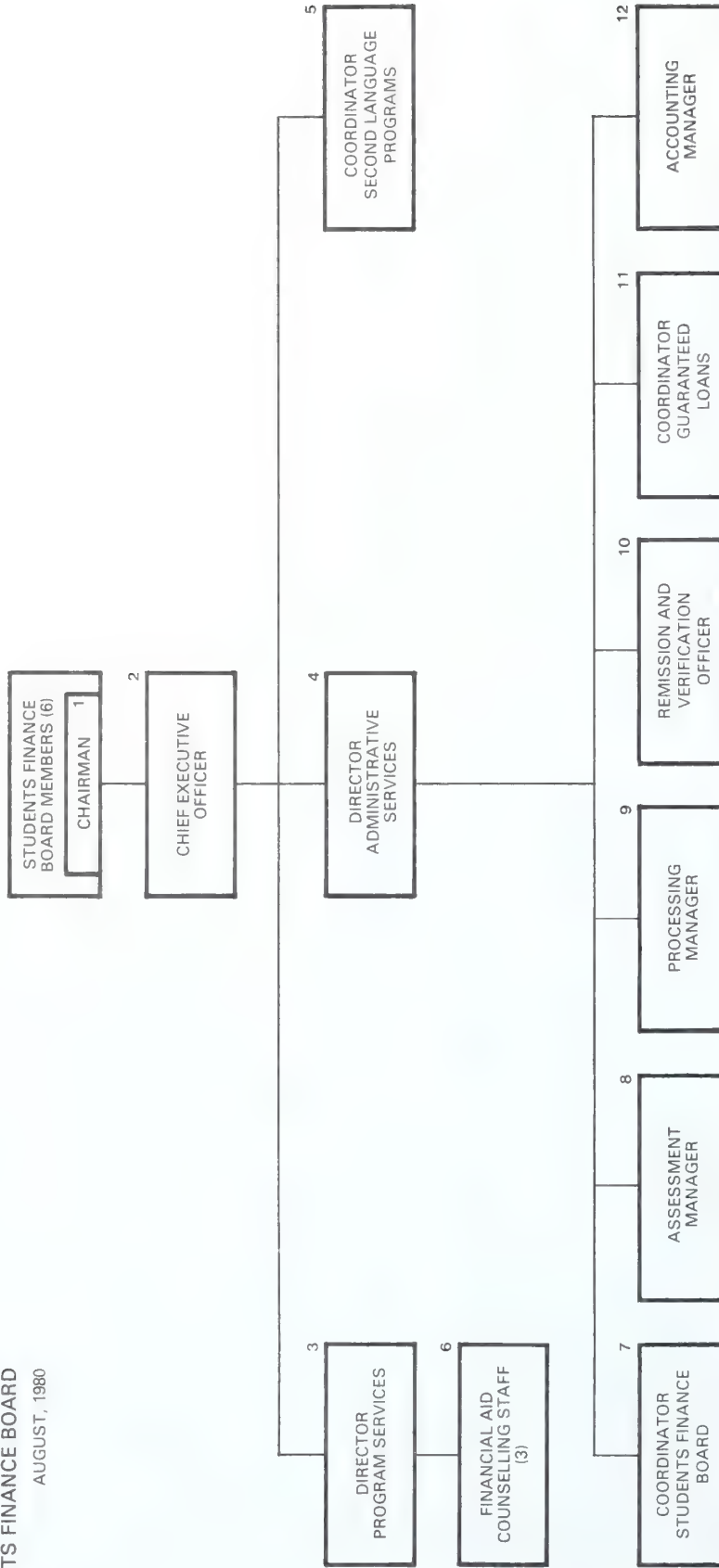




- 1 **PRESIDENT**—Chief executive officer responsible for administration, planning and execution of Research Council programs in accordance with council policy, and for liaison and communication with clients and senior executives in the private and public sectors.
- 2 **DIRECTOR, POLICY DEVELOPMENT AND PROGRAM EVALUATION**—Develops and implements a policy manual for council operations, develops and implements a program evaluation system for all research activities, and establishes an internally coordinated system of government liaison.
- 3 **SPECIAL ASSISTANT, LIAISON WITH UNIVERSITIES AND OTHER INSTITUTES**—Develops and maintains an ongoing liaison with universities and research and technical institutions, conducts long and short term project assignments under the direction of the President and serves on specific committees, both internally and externally, representing the President or the Research Council, and acts as chairman of the patent Committee and the Conduct and Ethics Committee.
- 4 **SPECIAL ASSISTANT, FACILITIES DEVELOPMENT**—Plans and directs the development of efficient facilities for the Alberta Research Council.
- 5 **SECRETARY OF COUNCIL**—Acts as Secretary to the Board of Directors, the Executive Committee of the Board of Directors and the Salary Schedule Advisory Committee, and coordinates public relations activities and internal communications.
- 6 **DIRECTOR, ENERGY RESOURCES DIVISION**—Provides overall direction to the development and operation of the oil sands and coal programs of the Research Council, and is responsible for planning and liaison with industry.
- 7 **DIRECTOR, FRONTIER SCIENCES DIVISION**—Administers and coordinates research programs in chemistry, microbiology and computing in new fields or subject areas that are considered to offer long term opportunities for Alberta, and provides various analytic and computing services.
- 8 **DIRECTOR, NATURAL RESOURCES DIVISION**—Provides overall direction in the management of research projects and scientific surveys within the Natural Resources Division which includes research in mineral resources, geology, soils, groundwater and atmospheric sciences.
- 9 **DIRECTOR, INDUSTRIAL AND ENGINEERING RESEARCH DIVISION**—Provides overall direction to the development and management of research projects of the Industrial and Engineering Research Division which includes an industrial and engineering services department, a civil engineering group, the gasoline and oil testing laboratory, forest products research and electricity research, and is responsible for managing the solar and wind energy research program.
- 10 **DIRECTOR, ADMINISTRATION DIVISION**—Directs the development, coordination, and overall management of centralized administrative and support services, including accounting and finance, personnel and payroll, drafting, editing, technical library services, materials management, and occupational health and safety.
- 11 **HEAD, COAL DEPARTMENT**—Directs research on a broad range of topics related to properties, processing and utilization of coal, particularly liquefaction, gasification and combustion of coal, together with supporting studies to complement these topics.
- 12 **HEAD, OIL SANDS RESEARCH DEPARTMENT**—Coordinates the Research Council projects which have been funded by the Alberta Oil Sands Technology and Research Authority and other agencies, and provides assistance on request on evaluation and monitoring of other oil sands projects for government or the private sector.
- 13 **HEAD, CHEMISTRY DEPARTMENT**—Directs research in catalysis related to oil and gas utilization, sulfur recovery from natural gas, membrane processes for gas separation, various general areas of physical chemistry, and various spectroscopic analytical services.
- 14 **HEAD, SPECIAL PROJECTS/MICROBIOLOGY DEPARTMENT**—Directs projects in various areas of chemistry and microbiology that are related principally to agriculture.
- 15 **HEAD, GEOLOGICAL SURVEY DEPARTMENT**—Directs programs on evaluation of fossil fuel and other mineral resources and their possible uses, on the geology of oil sand deposits, and on environmental geology studies.
- 16 **HEAD, SOILS DEPARTMENT**—Directs programs of soil surveys in forested and agricultural areas of Alberta, on evaluation of soil capabilities for plant growth, and for urban and recreational development.
- 17 **HEAD, GROUNDWATER DEPARTMENT**—Directs programs concerned with evaluation and mapping of the province's groundwater resources, solution of water problems, groundwater flow systems, and basic research on behaviour of water in the ground.
- 18 **HEAD, ATMOSPHERIC SCIENCES DEPARTMENT**—Directs programs in research and experimentation to determine the processes that lead to the formation of hail storms and programs intended to give an understanding of the possibilities for modification of hail storms to reduce crop damage, including studies of rain enhancement, snow augmentation and continued investigation in respect of hail suppression technology.
- 19 **HEAD, INDUSTRIAL AND ENGINEERING SERVICES DEPARTMENT**—Offers various forms of assistance to the manufacturing industry in the province including the provision of a technical information service, mechanical investigations, industrial and engineering assistance, computerized information retrieval systems, and chemical and metallurgical laboratory facilities.
- 20 **HEAD, TRANSPORTATION AND SURFACE WATER ENGINEERING DEPARTMENT**—Organizes and directs applied research projects in a cooperative research program with other government departments, transportation research including pavement design and performance evaluation, soils and road materials, traffic and transportation studies and investigation of related surface modes, and surface water research involving river engineering and fluvial processes, surface water hydrology, erosion, ice engineering, and application of fluid mechanics principles to natural streams.
- 21 **MANAGER, SOLAR AND WIND ENERGY RESEARCH PROGRAM**, Coordinates a program of research on solar and wind energy funded by the Joint Alberta/Canada Energy Resources Research Fund.
- 22 **GASOLINE AND OIL TESTING LABORATORY**—Provides testing and inspection services for petroleum products and related materials to various government departments and, in special cases, to private companies and individuals.

- 144 23 MANAGER, FOREST PRODUCTS RESEARCH PROGRAM—Coordinates the activities of a working group, the responsibilities of which are to develop a new research program in forestry-related subjects.
- 24 MANAGER, ELECTRICITY RESEARCH PROGRAM—Coordinates the activities of a working group, the responsibilities of which are to develop a new research program in electricity-related subjects.
- 25 MANAGER, PERSONNEL SERVICES—Manages the employment, wage and salary administration, collective bargaining, and staff development services.
- 26 MANAGER, ACCOUNTING AND FINANCE—Manages the project cost accounting system, provides management with reports of financial results of operations, maintains a complete accounting system, and provides regular reports and analyses of financial position.
- 27 MANAGER, EDITING—Manages the editing and production of scientific and research reports, brochures and public relations publications, and directs the operations of the Publication Sales Office.
- 28 MANAGER, DRAFTING—Manages all cartographic, mechanical, electrical and architectural drafting, all graphic reproductions, including line drawings, charts, graphs, and audio-visual materials, and maintains the council's photographic laboratory.
- 29 MANAGER, TECHNICAL LIBRARY—Manages and provides the council's collection of scientific information in various media including hard copy, microfilm and electronic data base, conducts on-line searches, obtains inter-library loans, and provides other services as required.
- 30 MANAGER, MATERIALS MANAGEMENT SERVICES—Manages the purchasing, receiving, storage, distribution, quality and inventory control for the council, maintains statistical records and provides analyses of operations, and provides advice to research personnel on related matters.
- 31 SAFETY COORDINATOR—Manages the council's safety and accident prevention programs, monitors the working environment to assure safe and healthful working conditions, and supervises the occupational health program.
- 32 SUPERVISOR, GENERAL OFFICE SERVICES—Plans, develops and maintains reception and telephone answering services, mail and courier services, word processing, records and files management, centralized photocopy services, and general office and clerical support services.







- 1 CHAIRMAN—Responsible for the development of policy, programs and initiatives of the board, and liaison with the public, student groups and the Minister.
- 2 CHIEF EXECUTIVE OFFICER—Responsible for the administration of all board programs, liaison with intergovernmental students finance officials, and for the articulation of Students Finance Board activities with other government departments and agencies.
- 3 DIRECTOR, PROGRAM SERVICES—Responsible for the coordination, evaluation and development of student finance programs and services.
- 4 DIRECTOR, ADMINISTRATIVE SERVICES—Responsible for the management of the board's administrative and financial affairs in areas of assessment and processing of applications, collection procedures, internal audit and control, accounting methods and procedures, verification of applications, and budget preparation and management.
- 5 COORDINATOR, SECOND LANGUAGE PROGRAMS—Administers a variety of second language programs under the Federal/Provincial Bilingual Education Agreement.
- 6 FINANCIAL AID COUNSELLING STAFF—Through personal interviews and consultation with educational institution counsellors and officials, assists students in financial planning of their education, addressing problems of academic performance and program choice if required.
- 7 COORDINATOR, STUDENTS FINANCE BOARD—Administers the board's Calgary office and ensures that the policies of the board are communicated to students, parents and educational officials in southern Alberta.
- 8 ASSESSMENT MANAGER—Responsible for the management and supervision of the assessment section of the Students Finance Board, assisting in the development and costing of recommended changes to board programs and policies, and in the development of proper forms necessary for the administration of all programs.
- 9 PROCESSING MANAGER—Responsible for the management and supervision of the processing section of the board including the development and administration of internal office procedures necessary for the production of all awards authorized.
- 10 REMISSION AND VERIFICATION OFFICER—Responsible for determining the validity of applications presented to the board and for the coordination of processing all remission paid on outstanding loans.
- 11 COORDINATOR, GUARANTEED LOANS—Responsible for the payment of interest to chartered banks on current student loans accounts, payment of defaults to chartered banks when students fail to meet their obligations, and collection of student loan accounts in default.
- 12 ACCOUNTING MANAGER—Responsible for the operation, supervision and direction of the accounting unit of the Students Finance Board, the continuing internal audit of the board's financial activities, and acting as Office Manager for the board's head office in Edmonton.





